



GRIEVANCE POLICY AND PROCEDURE—CLASSIFIED STAFF

PURPOSE

The purpose of this policy is to provide orderly methods for resolving differences between the Academy and its classified staff, and to secure, at the lowest possible administrative level, equitable solutions to the problems which may, from time to time, arise in the course of the employer-employee relationship. Good morale is maintained, as problems arise, by sincere efforts of all persons concerned to work toward constructive solutions in an atmosphere of courtesy and cooperation. All parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure. Nothing herein contained will be construed as limiting the right of any classified employee having a grievance to discuss the matter informally with an appropriate member of the administration.

DEFINITIONS

Except as provided below, a grievance is a complaint from a classified employee that he or she has been adversely affected by a misinterpretation, misapplication, or violation of district policy. A grievance shall not include and grievance procedures shall not apply to complaints regarding the following:

1. Employee dismissals
2. Overages, layoffs, or reductions in force
3. Evaluation processes, procedures, content, ratings, recommendations, remediation, and improvement plans

"Days" as used in the procedure shall mean working days as designated by the official school calendar.

GRIEVANCE PROCEDURES

Classified staff shall observe the following grievance procedures:

1. Level One: Within ten days after the act or omission giving rise to the grievance, the grievant shall discuss the issue with the grievant's immediate supervisor. The objective of this discussion shall be to resolve the matter informally.
2. Level Two: If the matter cannot be resolved informally, the grievant shall

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submit the grievance in writing to his or her immediate supervisor within five days after completing Level One. The written grievance shall contain a clear, concise statement of the circumstances giving rise to the grievance, the specific policy that is alleged to have been violated, the decision rendered at Level One, and the specific remedy sought.

- a. The Supervisor shall communicate his or her decision in writing to the grievant within five days of receiving the grievance.
 - b. Within the above time limits, either party may request a personal conference with the other party.
3. Level Three: In the event the grievant is not satisfied with the decision at Level Two, he or she may appeal the decision to the Executive Director of Schools within five days of completing Level Two. The appeal shall be in writing and shall contain a copy of the original grievance, a copy of the decision rendered in Level Two, and a clear and concise statement of the reasons for the appeal.
- a. The Executive Director shall conduct an investigation into the allegations and shall communicate his or her decision in writing to the grievant within five days of receiving the written appeal and a copy of the decision shall be placed in the grievant's personnel file.
 - b. Within the above time limits, either the grievant or the Executive Director may request a personal conference the other party.
 - c. The decision of the Executive Director shall be final, and no other appeal shall be available to the grievant.

Reviewed and Revised by Windsor Charter Academy Executive Board
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Weld Re4 District Board
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