

MONONA GROVE SCHOOL DISTRICT

Board Policy 525

HANDLING STAFF GRIEVANCES

Personnel who are members of organized groups having collective bargaining agreements with the Board are to be guided by the terms of the appropriate agreement in submitting and processing grievances with the Board.

District employees who are not represented by a collective bargaining unit shall use these procedures outlined in this policy as a means of addressing individual non-represented employee complaints in a fair and impartial manner. It is not intended to supplant any other formal complaint or appeal process. This procedure will not be used to address group complaints, nor to negotiate with groups of employees.

An employee shall first seek to resolve a complaint by promptly discussing it with his/her immediate supervisor, and any other higher level supervisors involved in the decision which is the source of the complaint. Only if this proves unsuccessful should this procedure be involved. The employee and his/her supervisors are encouraged to continue trying to resolve the complaint outside of this formal complaint process.

- Step 1 An employee may initiate this procedure by completing the Non-Represented Employee Complaint Form and delivering it to his/her immediate supervisor within five (5) working days of the final determination of the complaint by the employee's supervisor(s).
- Step 2 A written response to the complaint shall be delivered to the employee within ten (10) working days of receipt of the Complaint Form, signed by the employee's immediate supervisor, other supervisors as appropriate, and the Superintendent.
- Step 3 If the employee does not receive, or is not satisfied with, the written response called for in Step 2, he/she may within five (5) working days after receipt of the response submit to the Superintendent a written request that the complaint be considered by the School Board.
- Step 4 Within ten (10) working days of receiving the written request described in Step 3, the Superintendent shall, in consultation with the School Board President, place the matter on the School Board's agenda, to be first considered with sixth (60) calendar days of receipt of that written request, and shall inform the employee as to when it will appear on the School Board's agenda.
- Step 5 The School Board shall review the matter to determine whether the District's policies are appropriate and are being properly implemented. The School Board may conduct its review using whatever procedures and format it deems appropriate. The disposition of the matter by the School Board shall be final. The Superintendent shall advise the employee and such others as he/she deems appropriate in writing concerning the results of the School Board's review.

CROSS REFERENCE: Employee Agreements

BOARD APPROVAL: December 12, 2001