

GREIVANCE PROCEDURE

Board Policy

To secure the lowest possible administrative level equitable solutions to grievances which may from time to time arise, the Board of Trustees of Shelley Joint School District No. 60 establishes the following procedures.

Suggested Implementation Guidelines

A. Definitions

1. Aggrieved person is the person or persons making a claim.
2. Calendar days: includes weekends and holidays.
3. Grievance is a claim based upon an event or condition which is in violation of established policy of the Board or the Idaho Code of Ethics of the teaching profession. It is expressly understood that a claim based on any of the above constitutes grounds for a grievance.
4. Party in Interest is the person or persons making the claim and any person who might be required to take action or against whom action might be taken in order to resolve the claim.

B. Procedure The proceedings shall be kept as informal and confidential as may be appropriate at any level of the procedure. All parties shall cooperate and act in good faith to resolve the grievances.

1. Grievances shall be discussed under each step between the persons designated in each step and shall not be discussed except as provided in each step of the grievance procedure.
2. Nothing herein contained will be construed to limit the right of the aggrieved person to appeal the matter to a higher level as outlined in the grievance procedure.
3. Because any grievance may reach level 3 as reflected hereafter, Board members must maintain impartiality. Communication concerning the grievance between Board members and the grieved person is strongly discouraged.

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4. Failure at any step of this procedure to appeal the grievance to the next step within the specified time limits shall be deemed to be acceptance of the decision rendered at that step.
5. A grievance claim shall be presented within thirty (30) calendar days after the aggrieved person knew, or should have known, of the act or condition on which the grievance is based.
6. Level One. The aggrieved person shall first discuss the grievance with the person against whom the grievance is made within the thirty (30) calendar days.
 - a. If the aggrieved person is not satisfied with the disposition of the grievance at this point, he/she may then discuss the grievance with the principal or immediate superior with the objective of resolving the matter, at which time the aggrieved person (1) may discuss the grievance personally, or (2) may request that a representative accompany him/her to act as his/her spokesperson.
 - b. The aggrieved person shall receive a written copy of the immediately involved supervisor's decision within ten (10) calendar days after presentation. Such written copy shall contain the rationale for the decision.
7. Level Two. If the aggrieved person is not satisfied with the disposition of the grievance at Level One, or if no decision has been rendered within ten (10) calendar days after presentation of the grievance, he/she may file the grievance within ten (10) calendar days in writing with the Superintendent.
 - a. The Superintendent or his/her designated representative shall represent the administration at Level Two of the grievance procedure.
 - b. Within ten (10) calendar days after receipt of a written grievance by the Superintendent, the Superintendent or his/her designated representative shall meet with the aggrieved person in an effort to resolve it.
 - c. The Superintendent shall provide the aggrieved person with a written copy of the decision rendered within ten (10) calendar days after the conference. Such written copy shall contain the rationale for the decision.
8. Level Three. In the event the grievance is not resolved at Level Two, the aggrieved party may request a hearing before the Board.

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- a. The Board shall review the grievance at the next regular Board meeting after the request is received, providing that forty-eight (48) hours notice for a hearing shall be given by the alleged aggrieved.
 - b. The Board will act upon such request by the next regular scheduled Board meeting and provide a decision in writing within ten (10) calendar days. The Board's decision shall be final and binding.
9. In the case either party is dissatisfied with the decision rendered at Level Three, such party may pursue the grievance through the legal system.

Reviewed: September 21, 2000