

COMPLAINTS AND GRIEVANCES

For certified personnel, the complaint and grievance processes are included in the negotiated contract and reference must be made to the document for these processes.

For all other personnel, a grievance will mean a complaint by an employee that he/she has been treated unfairly or inequitably within his/her rights.

All time limits consist of week days not including holidays.

The Sevier County Board of Education desires for an employee and his/her immediate supervisor to resolve problems through free and informal communications. If, however, the informal process fails to satisfy the employee, a grievance may be processed as follows:

Step 1

The employee must present the grievance in writing to the immediate supervisor who will arrange for a meeting to take place within ten (10) days after receipt of the grievance. Within ten (10) days after the meeting, the grievant will be provided with the supervisor's written response.

Step 2

If the grievance is not resolved at step 1, then the grievant may refer the grievance to the superintendent within ten (10) days after receipt of the written step 1 answer. The superintendent will arrange a meeting to take place within ten (10) days of the superintendent's receipt of the appeal. Within ten (10) days after the meeting, the grievant will be provided with the superintendent's written response.

Step 3

If the grievance is not resolved at step 2, or the time limits expire without the issuance of a written reply, the grievant may request a review by the Board within ten (10) days after the employee receives the superintendent's response or the time limits has expired. The request must be made in writing through the superintendent. The Board will review the case, hold a hearing if necessary, and render a decision. The date of the hearing will be the next regular meeting time or an earlier date

agreed to by Board and the grievant. The Board will render its decision in writing within ten (10) days after the hearing. The Board is the final arbiter of all grievances.

At any step, each party may be accompanied by one employee of the school system or an attorney.

Failure by the aggrieved at any level to appeal grievance to the next level within the specified time limit will result in the grievance being deemed resolved.

Nothing in this policy will be construed as deny an employee the right to consult with any supervisory and administrative officer of the school system.

At any level, time limits may be mutually extended.