

403 Employee Grievance

I. Purpose

The purpose of this policy is to provide a structure through which employees can get assistance with the resolution of interpersonal and employment-related issues. NSCS recognizes the value and importance of resolving misunderstandings and maintaining collegial relationships among all employees.

II. General Statement of Policy

Grievances must be filed within 30 days of the incident needing resolution. At any step of this policy, either party may choose to have a third party present during meetings. All documentation and discussions are highly confidential and may not be shared with any other persons. Issues which are religious, racial, or sexual in nature are reviewed under Policy 413 Harassment and Violence.

**Please use the GRIEVANCE FORM found on the T-drive in the NSCS Forms folder or on the website.*

A. Grievance between employees:

1. Try to resolve between parties with respect and civility. This must be completed in order to proceed to the next step- and is documented on the Grievance Form.
2. One or both parties bring issue to appropriate supervisor in writing using the Grievance Form. Supervisor will listen to all sides of the issue and will perform an adequate, reliable and impartial investigation. The supervisor will discuss, mediate, and decide on course of action to follow, which is documented on the Grievance Form. Affected employee(s) will receive communication and/or an updated Grievance Form with requested actions from the supervisor within 10 business days.
3. If this action does not resolve the issue, the parties may bring the issue to the Director (if the Director was not the supervisor in A.2). The Director will listen to all sides of the issue and will perform an adequate, reliable and impartial investigation. He/she will discuss, mediate, and decide on course of action to follow, which is documented on the Grievance Form. Affected employee(s) will receive communication and/or an updated Grievance Form from the Director within 10 business days. If the Director was not the supervisor in A.2, the Director's course of action is final and must be accepted by all parties.

B. Grievance between employee and supervisor (when the supervisor is not the Director):

1. Try to resolve between employee and supervisor with respect and civility. This must be completed in order to proceed to the next step- and is documented on the Grievance Form.

2. If satisfactory resolution is not achieved, employee may bring issue to the Director. Director will listen to all sides of the issue and will perform an adequate, reliable and impartial investigation. He/she will mediate, and decide on course of action to follow, which is documented on the Grievance Form. Affected employee(s) will receive communication and/or an updated form from Director within 10 business days. The Director's course of action is final and must be accepted by the employees all parties.

C. Grievance between employee and Director:

1. Try to resolve between employee and Director with respect and civility. This must be completed in order to proceed to the next step- and is documented on the Grievance Form.

2. If satisfactory resolution is not achieved, either party may bring the issue to the NSCS Board Chair for discussion and mediation with the goal of achieving a satisfactory resolution. The party must provide the completed Grievance Form to the Board Chair. The Board Chair (or a designee from the NSCS Board that is named by the Chair) will perform an adequate, reliable and impartial investigation. He/she will mediate, and decide on course of action to follow, which is documented on the Grievance Form. Affected employees will receive communication and/or an updated Grievance Form from the Board Chair/Designee within 15 days. The designated School Board Member's determination is final, and must be accepted by the employees.