

# OLYMPIC ESD 114 ADMINISTRATIVE PROCEDURE GRIEVANCES

5270P

## **GRIEVANCE PROCESS:**

Employee grievances will be processed as rapidly as possible with the number of days indicated at each step to be considered as maximum. Time limits may be extended by mutual consent.

When the attendance of the employee is requested by the agency at any step of the grievance process, the employee may request to have the assistance or presence of a mutually agreed upon representative.

### **STEP ONE - Informal Discussion with Supervisor**

The employee should first address a complaint or problem with his/her immediate supervisor in private, informal discussion(s). Every effort should be made to resolve the complaint or problem at this level. The supervisor will have five working days to respond to the employee.

**STEP TWO** - If the employee is not satisfied with the results of the discussion(s) with his or her supervisor or the supervisor's response, the employee must submit a written complaint to the next level, Department Head or Assistant Superintendent, within five (5) working days of the supervisor's response. The written complaint must include the nature of the grievance, detailed information including evidence of the issue and witnesses, if any; and the remedy or outcome sought.

Within five (5) working days after receipt of the written complaint, the Department Head or Assistant Superintendent will conduct a formal meeting with the aggrieved employee and the immediate supervisor. The Human Resources Director should be notified and consulted as necessary.

The Department Head or Assistant Superintendent will respond to the complainant and his/her supervisor in writing within five (5) days of the meeting.

**STEP THREE** - If the employee is not satisfied with the Department Head's or Assistant Superintendent's response from Step Two, he/she will request a formal hearing with the Superintendent within five (5) working days of receiving the written response.

The Superintendent will conduct a formal hearing with the Department Head or Assistant Superintendent, the employee's supervisor and the aggrieved employee in attendance. The Superintendent will provide a written response to the aggrieved employee's grievance within five (5) working days of the hearing.

**STEP FOUR** – If the grievance has not been resolved to the satisfaction of the aggrieved employee after Step Three, the employee may file a written appeal of the Superintendent's decision to the OESD Board of Directors within five (5) working days of the receipt of the decision.

The Board shall act upon this appeal within thirty (30) working days. The decision of the Board shall be final and binding.

There shall be no reprisals against any employee involved in the grievance procedure. All documents and records dealing with grievance, except the final disposition, shall be removed from the employee's file upon resolution of the grievance.

February 21, 2019