

## **GRIEVANCE PROCEDURES**

*In the event that an employee has a grievance involving working conditions or the administration of the Personnel Policies the following steps must be taken:*

1. Within three (3) working days of the occurrence, the employee must request a conference between the employee and her/his immediate supervisor to discuss the grievance.
2. If the grievance is not resolved, within three (3) working days of the conference the employee must present to the Director a written grievance, including any pertinent written documentation. Within five (5) working days after receipt of the written grievance, the Director must meet with the employee and the employee's supervisor (if applicable) to discuss the grievance. Within three (3) working days of the meeting, the Director must provide a written response to the employee with a decision on the grievance. The Director's decision is final unless there is a Board or higher level official.
3. If there is a Board or a higher level official and the grievance is not resolved, the employee may request that the Director submit the grievance and all written documentation regarding the grievance to the Board or highest level official for review and consideration. Within five (5) working days after receipt of the written grievance, the Board or highest level official must meet with the employee and Director to discuss the grievance. Within three (3) working days of the meeting, the Board or highest level official must provide a written response to the employee with a decision on the grievance. The Board's or highest level official's decision is final.