

RULES AND REGULATIONS FOR GRIEVANCE POLICY: SUPERVISORY AND CONFIDENTIAL CLASSIFIED PERSONNEL

DEFINITIONS

1. For the purpose of these rules and regulations, a "grievance" shall be defined as a claim by a staff member that there has been a violation, misinterpretation, or misapplication of established personnel policies/rules and regulations. All alleged grievances must be presented to the employee's immediate supervisor within three working days of the occurrence or within three working days of when the employee could reasonably have known of the occurrence of the act or omission giving rise to the grievance.
2. A "workday" shall be defined as any day in which the Education Center is open for business.

INFORMAL CHANNEL STEPS

Any request or indication of intent in this channel may or may not be in writing, at the choice of the grievant.

1. The grievant should request a meeting with his/her immediate supervisor to attempt resolution of the grievance.
2. The immediate supervisor shall meet with the grievant within five working days after receiving the request.
3. If the grievance is resolved to the satisfaction of the grievant, the case is closed. If not, the grievant must indicate within three working days after receiving the immediate supervisor's decision of his/her desire to proceed with the Formal Channel.

FORMAL CHANNEL

A. DEPARTMENT LEVEL

1. The grievant must present his/her grievance in writing on the District grievance form within three working days after receiving the immediate supervisor's decision and arrange for an interview with the supervisor/administrator who is the next higher authority.
2. The supervisor/administrator shall meet with the grievant within five working days after receiving the written grievance and respond in writing on the District grievance form his/her decision. (Steps 1 and 2 shall be repeated as necessary until the grievant has attempted to resolve the grievance with the department administrator below the appropriate Division Assistant Superintendent or Assistant Superintendent, Human Resources.)

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3. If the grievance is resolved to the satisfaction of the grievant, the case is closed. If the grievant is not satisfied with the decision of the department supervisor/administrator, the grievant may, within five working days, appeal the decision on the District grievance form to the Assistant Superintendent, Human Resources, or designee. This written appeal statement shall include a copy of the original grievance, the appeals and decisions rendered at previous levels, and a clear, concise statement of the reason(s) for the appeal.

B. ASSISTANT SUPERINTENDENT, HUMAN RESOURCES, LEVEL

1. The Assistant Superintendent, Human Resources, or designee shall meet with the grievant within five working days of receipt of the grievance.
2. The Assistant Superintendent, Human Resources, or designee shall communicate a written decision to the grievant within ten days following the meeting with the grievant.

C. BOARD OF TRUSTEES LEVEL

If the grievant is not satisfied with the decision at the Assistant Superintendent, Human Resources, level, he/she may within five days appeal the decision on the District grievance form to the Board of Trustees. The grievant shall first notify the Assistant Superintendent, Human Resources, in writing of his/her intention to appeal and the basis for his/her appeal. This written appeal shall include a copy of the original grievance and appeal, the decisions rendered and a clear, concise statement of the reasons for appeal. The Board of Trustees may re-open the record for taking additional evidence. The decision of the Board is final and binding.

STIPULATIONS:

1. Time limits at any step may be extended by mutual consent of the parties concerned or by authorization of the Superintendent.
2. Failure of the grievant to appeal a grievance, at any level, within specified time limits shall be deemed acceptance of the decision rendered at that level.
3. Referral of a grievance in the Formal Channel must be in writing and contain:
 - a. a brief account of the grievance
 - b. supportive evidence, if any
 - c. remedy sought
 - d. the signature of the grievant
4. Rules and regulations in this grievance procedure shall not apply to matters of employee performance evaluations.

Regulation approved: September 19, 1978; March 22, 1999; September 12, 2001;
September 6, 2005; January 12, 2010