

CHAPTER 6.00 - PERSONNEL

Grievance Procedure for Employees

6.50

1. Scope. The Board and the Superintendent recognize that a fair and expeditious process for resolving employee complaints is important for good morale and efficiency. Employees who are covered by a collective bargain agreement (CBA) should submit grievable complaints in accordance with the grievance procedure prescribed by the CBA. Rules 2.16 and 3.21 prescribe the procedures for submitting complaints of sexual harassment or discrimination, and bullying and harassment, respectively. This rule details the procedure for resolving other types of complaints an employee may have.
2. Definitions. The following definitions apply for purpose of this rule:
 - a. "Complaint" means any dispute or disagreement concerning an employee's employment that comes within the scope of this rule as defined in paragraph 1.
 - b. "Complainant" means the employee or employees, filing the complaint.
 - c. "Day" shall mean a working day.
3. Complaint Procedure. The following procedure shall be followed:
 - a. Informal discussion - The employee shall discuss the complaint with the employee's immediate supervisor within five (5) days of the occurrence of the underlying facts.
 - b. Level One - If the complainant is not satisfied with the informal resolution, the complainant may file a formal written complaint with the complainant's immediate supervisor within ten (10) days of the informal discussion. The supervisor shall provide a written answer to the complainant within ten (10) days after receipt of the complaint. Class complaints involving more than one (1) supervisor and complaints involving an administrator above the building level may be filed by the complainant at Level Two.
 - c. Level Two - If the complainant is not satisfied with the resolution at Level One, the complainant may, within ten (10) days of the answer, file a copy of the complaint with the Superintendent. Within ten (10) days of receipt of the complaint, the Superintendent shall give a written resolution to the complainant and the School Board. This action will be the final resolution of the complaint, and it shall not be subject to further review.

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- d. Time Limits. Time limits may be extended by mutual agreement between the parties.
- e. Schedule. The complaint process will normally be carried out during non-work time. If, however, the Board elects to carry out provisions of this rule during work time, the complainant shall not lose pay.

STATUTORY AUTHORITY:

1001.41 F.S.

LAWS IMPLEMENTED:

1012.22(5); 1001.49; 447.401, F.S.

HISTORY:

Adopted: 08/18/98

Revision Date(s): 08/08/06, 10/08/13