

# GRIEVANCE PROCEDURE

What it is and how we use it.



# WRITTEN AGREEMENT

## ARTICLE 6



# Types of Grievances

- Individual
- Class Action

# Individual Grievance

- For a violation of the Written Agreement directed at one teacher or at teachers from one school.

# Class Action Grievance

- For a violation of the Written Agreement directed at a class of teachers or at multiple schools.

# THE GRIEVANCE PROCEDURE



## Level One • Informal

- Discuss, in good faith, to remedy violation.
- Document discussion.

## Level Two ● Formal

- Complete formal paperwork. (Form A)
- Submit paperwork to principal or supervisor.
- Wait for formal response. (Form B)

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Type or Print

Grievance Form A

**FORMAL GRIEVANCE PRESENTATION (Level Two)**

(To be completed by aggrieved person.)

AGGRIEVED PERSON(S) \_\_\_\_\_

DATE OF FORMAL PRESENTATION \_\_\_\_\_

HOME ADDRESS OF AGGRIEVED PERSON \_\_\_\_\_

SCHOOL \_\_\_\_\_ ADMINISTRATOR \_\_\_\_\_

YEARS IN SCHOOL SYSTEM \_\_\_\_ SUBJECT AREA OR GRADE \_\_\_\_\_

NAME OF ASSOCIATION SCHOOL REPRESENTATIVE \_\_\_\_\_

STATEMENT OF GRIEVANCE:

ACTION REQUESTED:

\_\_\_\_\_  
Signature of Aggrieved)

Type or Print

Grievance Form B

**ADMINISTRATIVE DECISION (Level Two)**

(To be completed by the appropriate administrator within 5 working days of formal grievance presentation.)

AGGRIEVED PERSON(S) \_\_\_\_\_

DATE OF FORMAL GRIEVANCE PRESENTATION \_\_\_\_\_

ADMINISTRATOR \_\_\_\_\_ SCHOOL OR POSITION \_\_\_\_\_

DECISION OF ADMINISTRATOR AND REASONS:

DATE OF DECISION \_\_\_\_\_  
\_\_\_\_\_  
(Signature of Administrator)

AGGRIEVED PERSON'S RESPONSE: (To be completed by aggrieved within 3 days of decision.)

I accept the above decision.

I hereby refer the above decision to the Association's Professional Rights and Responsibilities Committee for appeal to the Superintendent of Schools. My reasons for appeal are listed on the reverse side of this document.

DATE OF RESPONSE \_\_\_\_\_  
\_\_\_\_\_  
(Signature of Aggrieved)

## Level Three ● Office of the Superintendent

- Complete Rejection of Response. (Form B)
- Submit to Professional Rights & Responsibilities Committee.
- Chair of PR&R will forward the rejection to superintendent. (Form C)
- Superintendent will arrange a meeting.
- Await superintendent's final decision.

Type or Print

Grievance Form C

**REFERRAL BY PR&R COMMITTEE (Level Three)**

(To be completed by Association PR&R Committee Chairman within a reasonable time – 15 days.)

AGGRIEVED PERSON(S) \_\_\_\_\_

DATE OF FORMAL GRIEVANCE PRESENTATION \_\_\_\_\_

CHAIRMAN OF PR&R COMMITTEE \_\_\_\_\_

DATE OF REFERRAL RECEIVED BY PR&R \_\_\_\_\_

**DECISION OF ASSOCIATION PR&R COMMITTEE AND REASONS:**

\_\_\_\_\_  
(Signature of PR&R Chairperson) \_\_\_\_\_ Date

I accept the above decision.

The attached grievance is hereby referred to the Superintendent of Schools.

\_\_\_\_\_  
(Signature of Aggrieved) \_\_\_\_\_ Date

\_\_\_\_\_  
(Signature of PR & R Chairperson) \_\_\_\_\_ Date

## Level Four ● Advisory Arbitration

- SLTA will request arbitration.
- SLTA and School Board must agree on the independent hearing examiner.
- Hearing examiner will review grievance, hold hearings, and render a decision.
- Decision is subject to School Board approval.

The first step in a grievance is in your hands:

- Talk to your principal.
- Document your efforts to resolve the issue at the informal level.
- Contact SLTA.

BE INFORMED.  
KNOW YOUR CONTRACT.

