
COMPLAINTS AND GRIEVANCES
CLASSIFIED EMPLOYEES

It is the policy of the Board that classified employees should have a reasonable and means of addressing their working conditions and employment requirements. To this end, an individual classified employee of the Board of Education who, after informally attempting to resolve a complaint, considers himself unjustly treated shall have t right to the following grievance procedures where the classified employee is substantially affected in his or her employment relationship by an alleged violation or misapplication of statute, policies, rules or regulations governing the school system. fair he

1. Within ten working (10) days (as defined by the Board of Education calendar and work schedule) of the cause of complaint said employee shall make a written complaint to his/her immediate supervisor who shall then make such investigation and interview has a legitimate cause for grievance and if so shall take such steps as are within the authority of such superior to settle said grievance. Such supervisor or superior shall render his decision in writing within

5. A copy of any transcript of the investigation will be furnished the employee, although there is no requirement that a transcript be made. Howe ver an

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