

PERSONNEL-MANAGEMENT RELATIONS  
EMPLOYEE COMPLAINTS/GRIEVANCES

DGBA  
(EXHIBIT)

See the following forms for employee complaints/grievances:

Exhibit A: Employee Grievance Form — 2 pages

Exhibit B: Board's Response To Level Three Appeal — 1 page



EXHIBIT A

FOLLOW THIS PROCESS TO FILE A GRIEVANCE

LEVEL I	LEVEL II	LEVEL III
<p>The employee and the administrator will attempt to resolve the problem informally. This must be done within 15 business days of the event causing the complaint. A decision from the informal meeting will be rendered within two days.</p>	<p>The Level II grievance is to be submitted to the Superintendent or designee. The Level II hearing will be held within ten business days. A decision is rendered within ten business days after the hearing and the grievant is notified in writing.</p>	<p>When the Board receives notice of a Level III grievance, if the Board determines a hearing is warranted as per DGBA(LOCAL), the employee will be notified of the date, time, and place of the meeting by the Superintendent.</p>
<p>If the complaint is unable to be resolved informally, the employee must complete the employee grievance form and submit to the principal or immediate supervisor. This must be submitted within seven business days of the decision resulting from the informal conference.</p>	<p>If grievant is satisfied, the process is complete.</p> <p>If grievant is not satisfied, the grievant may file a Level III grievance within ten business days from the date of the Level II response or the deadline for that response by submitting a written request to be reviewed by the Board.</p>	
<p>The Level I hearing will be held within ten business days. A written decision will be rendered within ten business days.</p>		
<p>If grievant is satisfied, the process is complete.</p>		
<p>If grievant is not satisfied, grievant must file a Level II grievance within ten business days from the date of the Level I response or the deadline for that response.</p>		

EMPLOYEE GRIEVANCE FORM

To initiate a grievance at Level I, II, or III, a completed grievance form with the appropriate information must be submitted. All grievances will be processed in accordance with DGBA(LEGAL) and (LOCAL). Grievances at each level will be based on the Level I statement of the complaint.

Date: \_\_\_\_\_ Directed to: \_\_\_\_\_  
(Administrator) (Position)

Grievant's name: \_\_\_\_\_ Position: \_\_\_\_\_

School building: \_\_\_\_\_ Department: \_\_\_\_\_

Please check the correct response.

This is a:

\_\_\_\_\_ Level I grievance

\_\_\_\_\_ Level II grievance

\_\_\_\_\_ Level III grievance

You must attach the grievance form and written decision from each level hearing.

\*1. Statement of grievance (Describe fully when, where, and how the grievance took place. Include the individual alleged harm and list facts to support your grievance.)

\*2. Relief or remedy sought:

\*3. Additional information:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Level	Date Heard	Name of Hearing Officer
Informal Conference to resolve complaint		
Level I		
Level II		
Level III ***		Board of Education

\* You may attach any additional pages necessary.

\*\*\* See DGBA(LEGAL) and (LOCAL) for procedures.

If filing a complaint regarding harassment, including sexual harassment, see policy DIA.

EXHIBIT B

BOARD'S RESPONSE TO LEVEL THREE APPEAL

\_\_\_\_\_  
(date)

\_\_\_\_\_  
(name of complainant)

\_\_\_\_\_  
(address of complainant)

Dear \_\_\_\_\_:

Having heard the presentation of your complaint at Level Three, the Board took the following action at its meeting on \_\_\_\_\_ (date):

*[Note: When preparing the letter or announcing the decision at the Board meeting, include only one of the following sentences.]*

We have denied the complaint and have upheld the decision made by the Superintendent (or designee) at Level Two.

We have granted the complaint and have instructed the Superintendent to find a resolution in keeping with the remedy you seek.

We have partially denied and partially granted the complaint and have instructed the Superintendent as follows:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sincerely,

\_\_\_\_\_  
President of the Board of Trustees

\_\_\_\_\_ SD