

## **STAFF COMPLAINTS AND GRIEVANCES**

The Board of Education recognizes that staff complaints and grievances regarding work rules arise from time to time. In many instances the complaint process is covered by collective bargaining agreements, and in those instances, the grievance procedure outlined in the agreement shall be used. In order to address staff complaints not covered by bargaining agreements as well as for those employees not covered by such an agreement, the Board establishes this policy.

Complaints regarding violations of civil rights are covered by *Policy 0100 Equal Opportunity*, complaints regarding sexual harassment by *Policy 0110 Sexual Harassment* and complaints regarding accommodations under the Americans With Disabilities Act As Amended (ADAAA) by *Policy 9350 Staff Requests for Accommodations Under the Americans With Disabilities Act As Amended*. The Board acknowledges that staff members have the right to present complaints and grievances in accordance with these procedures free from coercion, interference, restraint, discrimination or reprisal.

Staff complaints that are not covered under the General Municipal Law or cannot be resolved under procedures of *Policies 0100, 0110 or 9350*, shall be dealt with in the following manner:

### Stage I:

1. Within 15 days after the events giving rise to the grievance, the grievant shall present the grievance in writing to their supervisor.
2. The supervisor shall make a finding in writing that there has or has not been a violation of the applicable work rule or other governing procedure. In the event the supervisor finds that there has been a violation, he/she shall propose a resolution of the complaint.
3. If the grievant is not satisfied with the finding of the supervisor, or with the proposed resolution of the grievance, the grievant may, within 15 days after he/she has received the report of the supervisor, file a written request for review by the Superintendent of Schools.

### Stage II:

1. The Superintendent shall render a determination in writing.
2. If the grievant is not satisfied with the determination of the Superintendent, the grievant may, within 15 days after its receipt, file with the Clerk of the Board of Education, a written request for review by the Board.

### Stage III:

1. The Board shall render a decision in writing.

***Great Neck Public Schools***

***Adopted: 12/15/14***