

## **EMPLOYEE, PATRON, AND STUDENT GRIEVANCE POLICY**

The Board of Education believes that good communication between district employees, the administrative staff, and the board is essential for the effective operation of the schools. This is the grievance procedure for employees as the prescribed means of resolving issues that may arise with respect to terms and conditions of employment. Other issues to be resolved may include those involving sexual harassment and Title VI (race), Title IX (sex/gender), or disability issues.

(Procedure)

In accordance with the policy of the board of education, this procedure sets forth the necessary steps to follow in registering and processing a grievance with the school district.

Definitions:

A grievance is a complaint by a employee, patron, or student of Holdenville School District I035 alleging a violation or misinterpretation of any district policy or regulation directly and specifically governing the terms and conditions of employment and or a complaint concerning allegations of sexual harassment or Title VI (race), Title IX (sex/gender), Section 504 and ADA (disabilities) discrimination.

A grievant is a person of the district filing a grievance.

The grievance officer is the superintendent of schools, who may at his/her discretion designate someone else.

Terms and conditions of employment means the hours of employment; the compensation, including fringe benefits; and the district's personnel policies which affect the employee.

A day means any day in which the employees and/or students are at school.

## GFA

Immediate supervisor is the lowest-level administrator having supervisory authority over the grievant.

The Principal is the supervisory authority over a student grievant.

Patrons should file their grievance directly with the superintendent of schools.

The following steps will be used in presenting a grievance:

**Step #1** The grievant must present the grievance in writing within fifteen (15) days of the alleged violation to the grievant's immediate supervisor, principal, or superintendent. The supervisor will attempt to resolve any issue within his or her authority and area of responsibility.

**Step #2** If the grievance is not resolved at this level, the grievant may appeal within ten days (two working weeks) to the superintendent or his/her designated officer.

**Step #3** The superintendent, or his/her designated officer, must respond to the appeal within five days (one working week).

**Step #4** If the grievance is not resolved at this level, an appeal may be made within ten days (two working weeks) to the board of education which will review the grievance at the next regular meeting or within thirty (30) calendar days. The review will be limited to the documentation provided to the board at the board meeting. Documentation will not be distributed prior to the board meeting. Each side will be given an opportunity, limited to ten (10) minutes, to present their materials. The board may ask questions at any time.

**Step #5** The local board of education will come to a decision before the meeting is adjourned. The board may go into executive session only if the grievance directly involves any one of the reasons provided in 25 O.S. & 307. The decision of the board shall be final and non-appealable.