

Policy GBK Staff Grievances

Issued 11/17

The board recognizes the need for a procedure providing a prompt and effective means of resolving differences that may arise among employees and between employees and administrators.

The board believes that employees should secure an equitable solution of grievances at the most immediate administrative level. Employees are encouraged to seek resolution of disputes under the existing grievance administrative procedures and will have the right to do so with complete freedom from reprisal.

Employees are expected to exhaust all internal grievances prior to seeking external remedies. If the employee seeks legal remedies prior to exhausting internal processes, the board will not hear the grievance. Compliance with this expectation is critical to ensure appropriate internal review and opportunity for resolution.

It is important that grievances be settled as quickly as possible. Therefore, there will be no extension of the prescribed time for moving through the grievance procedure except upon a compelling show of good cause. All appeals for such an extension of time will be in writing, must be agreed to in writing, and must be consented to by both parties.

Nothing in this policy limits the right of any employee to discuss how to file a grievance with an appropriate member of the office of human resource services. This discussion will be limited to the process of how to file a grievance and will be conducted by the superintendent's designee in that office.

The superintendent is responsible for maintaining administrative procedures which will facilitate this policy.

Adopted 8/25/98; Revised 6/11/13, 11/14/17; [Reviewed 00/00/21](#)

Richland County School District One