



## **Grievance/Complaint Procedure**

**Grievance** - Violation of the Collective Bargaining Agreement (CBA) and/or Federal or State Law.

**Complaint** - Violation of the Employee Handbook or District Policy.

If a member feels that a violation has occurred, it is imperative they contact their building representative immediately. Failure to do so may result in denial of the grievance or complaint.

### **Grievance chain of command**

- Member
  - Building Representative
    - Level Officer
      - Grievance Officer

While it is important to follow the chain of command, it is understood that there will be exceptions.

### **Grievance Levels and Meetings**

#### **Level 1 - Building Administration**

- Level 1 Grievance meeting may be handled by the Building Representative, Level Officer, Grievance Officer, President, or any combination of these people.

#### **Level 2 - Superintendent**

- Level 2 Grievance meeting shall be handled by the Grievance Officer. Building Representative, Level Officer, and/or President, may attend.

#### **Level 3 - School Board**

- Level 3 Grievance meeting shall be handled by the Grievance Officer, President, UniServe, or any combination of these people. Building Representative and/or Level Officer may attend.

#### **Level 4 - Arbitration**

- The decision to move to Level 4 (arbitration) shall be made by the Grievance Committee, per the REA Constitution and Bylaws, Article XVI, Section 4.
- Level 4 Grievance meeting (arbitration) shall be handled by the UniServe. Grievance Officer and President shall attend. Building Representative and/or Level Officer may attend.
- The cost of arbitration is shared equally by the District and the Association.

**The aggrieved member(s) shall be at every level meeting.**

The Grievance Procedure can be found in the CBA (contract), Article XI, Section A. The Grievance Policy can be found in the Constitution and Bylaws, Article XVI.

In the case of a Complaint, the same procedures shall be followed, but will end at Level 3.