

As used in this policy, the following terms shall have the following meanings:

1. Grievant: A district employee for whom the terms of the negotiated agreement do not apply who has a grievance in accordance with the terms of this policy.
2. Grievance: A grievance shall be an alleged violation of the express terms of any written policy of the board, with the exception of the board's non-discrimination and/or harassment policies, in which case the employee must file a complaint in accordance with the procedures of KN. The superintendent or designee shall have the right to identify those items that are subject to the grievance process.
3. Days: The term "days" as used herein shall refer to Monday through Friday, except for legal holidays or school holidays. In computing any period of time mentioned in this policy, the day of the act or event shall not be included; the last day of the period so computed shall be included, unless it is a Saturday, Sunday, legal holiday or school holiday, in which event the period shall run until the end of the next day that is not a Saturday, Sunday, legal holiday or school holiday.

Any grievance shall be in writing and shall include the following:

- a. Be signed by the grievant;
- b. Be specific as to the facts alleged and how such facts constitute a violation of the policy or policies in questions;
- c. Contain a synopsis of the facts giving rise to the alleged violation;

- d. Cite the specific policy or portion thereof which has allegedly been violated;
- e. Contain the date of the alleged violation; and
- f. Specify the relief requested.

The grievant shall provide a copy of the written grievance to his or her supervisor and the human resources department. If the grievance as submitted does not comply with the requirements stated above, the supervisor and the human resource department may request that the employee resubmit the grievance. Such a request shall be accompanied by written notification that identifies the specific areas to be clarified. An employee shall have three days after receipt of such written notification to resubmit the grievance. Any grievance that does not conform to the requirements stated above may be rejected for that reason alone.

During and notwithstanding the pending disposition of any grievance, the grievant shall continue to perform his or her employment duties and assignments. Nothing in this policy shall preclude an employee from discussing a grievance with his or her immediate supervisor in an effort to resolve a grievance informally.

At any level of the grievance procedure, the board or the superintendent or designee may challenge whether an asserted claim is grievable under this policy. There are three levels of the grievance process:

*Level I*

Within five days of the event that is the subject of the grievance, the grievance shall be placed in writing in accordance with the provisions of this policy and shall be submitted to the grievant's immediate supervisor. Within

five days after receipt of the grievance, the supervisor shall confer with the grievant in an effort to resolve the grievance. Within five days following such a conference, the supervisor shall submit a written decision to the grievant and to the Human Resources Department.

*Level II*

In the event the employee is not satisfied with disposition of the grievance at level one, the employee shall, within five days following receipt of the level one decision, submit the written grievance to the supervisor's supervisor. Within five days following receipt of the grievance, the administrator/supervisor identified as the supervisor's supervisor shall confer with the grievant in an effort to resolve the grievance. As soon as reasonably practicable (normally within five days following such a conference), the supervisor's supervisor shall submit a decision in writing to the grievant and the Human Resources Department.

*Level III*

In the event the employee is not satisfied with disposition of the grievance' at level two, the employee shall, within five days following receipt of the level two decision, submit the written grievance to the superintendent or designee. Within five days following receipt of the grievance, the superintendent or designee shall confer with the grievant. As soon as reasonably practicable (normally within five days following such conference), the superintendent or designee shall submit a final decision in writing to the grievant.

Approved: 7/24/17

KASB Recommendation - 2/98; 4/07; 4/16; 4/17