Staff Concerns/Complaints/Grievances

Procedures for settling differences provide for prompt and equitable resolution at the lowest possible administrative level; each employee is assured an opportunity for orderly presentation and review of complaints without fear of reprisal. All employment decisions remain within the sole and continuing discretion of the administration and/or Board, as appropriate, subject only to the conditions and limitations prescribed by Colorado law. The following steps should be followed:

1. Initial attempts to resolve grievances or complaints shall be made at the lowest possible administrative level on an informal and confidential basis following the administrative chain of command.

2. At any time during the grievance procedure, the aggrieved party or parties may ask that a grievance committee be appointed to hear his/her grievance and to counsel him/her as to whether his/her grievance is justified. The grievance committee shall consist of no more than five (5) fellow employees appointed by the Superintendent as mutually agreed upon by the grieved party or parties and any administrator involved in the grievance.

3. A principal, teacher or other employee not having his/her grievance or complaint resolved after first discussing it with his/her principal or immediate supervisor as required in #1 above, will then present his/her grievance in writing to the principal or immediate supervisor with a copy forwarded to the Superintendent of Schools.

4. After receiving a written grievance or complaint, a principal or supervisor shall hold a hearing with the parties in interest within five (5) days unless a longer period of time is mutually agreed upon between the person or persons filing the complaint and the principal or supervisor. The Superintendent shall be notified of the time and place of the hearing and will be given the results of the hearing and the decision in writing with a copy being given to the aggrieved and the grievance committee as appointed.

5. Within five (5) days of receipt of the written decision rendered by the principal or supervisor, the decision of the principal or supervisor may be appealed in writing to the Superintendent. Reasons for considering the decision of the principal or supervisor shall be included in the appeal.

6. The Superintendent will hear an appeal within ten (10) days of receipt of the written appeal or at a mutually agreeable time. Written notice of the time and place of the hearing shall be given five (5) days in advance to the aggrieved employee or employees and to any administrator who has been involved in the grievance. Both parties to the grievance will be entitled to have counsel of their choosing at the hearing.
7. Within ten (10) days of hearing an appeal, the Superintendent shall communicate his/her written decision on the appeal to the aggrieved party or parties and to any administrator who has been involved in the grievance or complaint.

8. A grievance dispute not resolved at the level of the Superintendent may be submitted in writing by the aggrieved party or parties to the Board of Education, addressed to the President of the Board, and a copy sent at the same time to the Superintendent. The grievance will be heard by the Board at its next regular meeting, either in public session or in executive session, as requested in the appeal by the aggrieved or by any administrator involved in the grievance.

9. The decision of the Board shall be final as far as local initiative and decision-making is concerned.

10. No reprisal of any kind shall be taken by the Board or by any member of the administration against any party in interest or any other participant in the grievance procedure by reason of such participation.
STAFF CONCERNS/COMPLAINTS/GRIEVANCES
(Complaint Form)

Date: ____________________  Complainant Name: ____________________
      PLEASE PRINT

School: ____________________  Complainant Phone #: ____________________ or ____________________

Complainant Address: ____________________________________________________________

Brief description of alleged concern/complaint/grievance:
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

Have initial attempts for resolution been made at the lowest possible administrative level?
☐ Yes*  ☐ No – please refer to “Staff Concerns/Complaints/Grievances” procedures on back

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<tr>
<th>Date</th>
<th>Parties involved: (name, position, building)</th>
<th>Result</th>
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Date(s) alleged event/situation occurred:
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

Name(s) of witness(es) to alleged event/situation:
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

Name(s) of others affected by the alleged event/situation:
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

Summary of alleged event/situation:
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
Complainant's suggestion(s) regarding method of resolving the complaint:

Describe any corrective action you wish to see taken with regard to the alleged event/situation and/or provide other information relevant to this complaint:

☐ I am requesting a grievance committee be appointed.

Signature of Complainant: This form should be submitted to the lowest possible administrative level following the chain of command

Signature of Receiving Employee

Signature of Building Administrator

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