

BEAUFORT COUNTY SCHOOLS GRIEVANCE PROCEDURE FOR EMPLOYEES *Policy Code: 1750/7220*

While the board encourages informal resolutions, the board recognizes that an employee and his or her supervisor may want a more formal process for certain types of complaints or if an informal process was not satisfactory. This policy provides a grievance procedure that can be used as described below. (Please read the list of issues that are not grievable on the back of this form.)

Informal Level Immediate Supervisor	Level One Official	Level Two Superintendent	Level Three Board of Education
<p>In most circumstances, concerns should be addressed at the lowest possible level. <i>Policy 1742/5060, Responding to Complaints</i>, identifies these different processes and provides a mechanism for resolving concerns in an informal manner.</p> <p>It is desirable for an employee and his or her immediate supervisor to resolve problems through free and informal communication.</p> <p>When informal procedures fail or are inappropriate or when the employee requests formal procedures, the employee may follow the grievance process.</p>	<p>If informal attempts to resolve concerns are not successful, a grievance may be filed as soon as possible but no longer than 30 days after the grievant knew or should have known of the event causing the grievance.</p> <p>An employee who has a grievance must complete an <i>Employee Grievance form: Level One</i> and submit it to his or her immediate supervisor, unless the grievance alleges that a state or federal law has been misapplied, misinterpreted or violated, in which case the grievance may be presented instead to the asst. superintendent for human resources (or to the superintendent if the grievant's supervisor is the asst. superintendent of human resources. The person receiving the grievance will be referred to as "official."</p> <p>The official shall conduct any investigation of the facts necessary and provide a written response to the Level One grievance within 5 days after receiving the completed grievance form.</p>	<p>If the grievant is dissatisfied with the official's decision, the grievant may appeal the decision to the superintendent.</p> <p>The appeal must be made within 5 days of receiving the official's decision by completing an <i>Employee Grievance form: Level Two</i> and submitting it to the superintendent's office.</p> <p>The superintendent or designee shall arrange for a meeting with the employee(s) to take place within 15 days after receiving the Level Two grievance.</p> <p>The superintendent or designee may take up to 30 days to investigate, or longer if agreed to by both parties, if the superintendent or designee determines additional time is needed to develop the factual record.</p> <p>Otherwise, the superintendent will provide a written response within 5 days after the meeting.</p>	<p>If the grievant is dissatisfied with the superintendent's response and the grievant has alleged a violation of a specified federal or state law, federal or state regulation, State Board of Education policy or procedure, or local board policy or procedure, or has alleged that a specific decision of a school official adversely affects the grievant's employment status or the terms or conditions of his or her employment, the grievant will have a right to appeal the superintendent's decision to the board of education.</p> <p>The grievant must complete the <i>Employee Grievance form: Level Three</i> and submit it to the Board of Education within 5 days of receiving the superintendent's response.</p> <p>A hearing will be conducted pursuant to <i>Policy 2500, Hearings Before the Board</i>. The board will provide a final written decision within 5 days of the hearing unless further investigation is necessary or the hearing necessitates that more time be taken to respond.</p>