

Grievances and Staff Complaints

For staff covered by collective bargaining, grievances about work hours, work area, scheduling or any other such difficulty with the conditions of achieving their job, should be referred to their union representative following the course of action detailed in their union contract.

For staff not covered by collective bargaining, grievances and complaints about terms and conditions of employment shall be made in writing within fifteen (15) working days of the event giving rise to the grievance or complaint. The written complaint shall be filed with the President of the Board and taken to the Executive Committee for such determination or action as is deemed appropriate. Such action or determination shall be final and shall not be reviewable internally.

All written complaints or grievances will be kept confidential to the extent feasible.