

## **GBK—Staff Concerns, Complaints, and Grievances**

### **Effective Communication**

Effective communication between School employees, the Administration, and the Board is essential for proper operation of the school. It is the Board's goal that grievances be solved first between the aggrieved parties. Tolerance of opinions, professional courtesy, and a healthy respect for the diversity that exists among the staff are ideals that all employees are reminded to develop and maintain. Nevertheless, the Board authorizes the Administrator to establish a grievance procedure for employees as the prescribed means of resolving grievances at the earliest date and the lowest possible level.

### **Procedural Requirements**

Such procedure shall provide for Board review of any grievance that cannot be resolved at the Administrative level. In such instances, the affected individual may request that the Board review the situation. Such requests shall be in writing and shall contain the basis for the appeal, including the act or acts out of which the grievance arose, identification of the Board policies and/or administrative regulations involved, and the remedy sought.

Within five (5) working days following notification of the Administrator's decision, any written request for appeal shall be submitted to the Administrator for transmittal to the Board. The Board shall review the grievance and issue a response within thirty (30) working days following such review.

### **Board Commitment to the Process**

The Board shall not review the grievance if the complainant has not sought resolution at the administrative level. This shall not apply to situations wherein the grievance is filed against the Administrator. In such instances, the grievant may request that the Board review the situation.

### **Board Decision Final**

In all cases, the decision of the Board is final within the scope of the School's environment.

The conditions of this policy shall not preclude an individual's right to seek legal redress.