



## **Administrative Procedure #306 - STAFF GRIEVANCES**

### **Staff**

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## **STAFF GRIEVANCES**

### **BACKGROUND**

The Board believes that staff members shall have access to an orderly process for resolving grievances related to their employment. The process must respect procedural fairness.

The superintendent and principal are jointly responsible for the implementation of this administration procedure.

### **DEFINITIONS**

Complainant: The individual bringing forth the concern.

Respondent: The individual against which the complaint is directed.

### **PROCEDURES**

1. Every attempt will be made to resolve employment-related difficulties informally, between the complainant and the respondent, prior to the filing of a formal grievance.
2. On direction to whom a formal grievance would be submitted, the complainant will refer either the complainant or respondent to the appropriate Code of Conduct.

**Approved:** June 30, 2023