

### **Staff Concerns/Complaints/Grievances Employee grievance procedure**

The employee may choose a person to assist him or her at any step of the grievance procedure. Any costs resulting from such assistance shall be the employee's responsibility.

Individual or group grievances of employees shall be filed within 30 working days of the incident that is the subject of the grievance. Any grievance filed outside of this timeline shall not be considered pursuant to this regulation. A grievance shall be resolved as follows:

Step 1. The grievance shall first be presented verbally or in writing to the persons having direct administrative or supervisory responsibility over the work of the employee involved in the grievance. The grievance shall: (1) explain the specific incident that is the subject of the grievance in sufficient detail; (2) include a description of prior attempts to resolve the matter and the results of these attempts; and (3) discuss the reasons why the employee(s) is/are not satisfied with the prior results. The supervisor or administrator shall render a written decision within 10 working days.

Step 2. If the grievance is not solved at Step 1, the employee(s) may present the grievance to the superintendent who shall conduct a hearing within 10 working days of receipt of the report from Step 1 and shall render a written decision within 10 working days of the hearing.

Step 3. If the grievance is not solved at Step 2, the employee(s) may file a request for review by the Board of Education, which will be held within 30 working days of receipt of the report from Step 2. The Board's review of the grievance may be held in executive session at the request of the employee(s), the superintendent or the Board. The decision of the Board shall be final and shall be made in writing within 15 working days of the Board's review.

Notwithstanding the steps of the grievance procedure described above, an employee may discuss any problem at any time with any district supervisor or administrator.

Grievance Officer: Superintendent of Schools, 56729 E. Colorado Ave., Strasburg, CO 80135.  
Phone 303-622-2698 email found at [www.strasburg31j.com](http://www.strasburg31j.com)

Approved: 3-14-2018

**CROSS REFS:** AC, Nondiscrimination/Equal Opportunity  
AC-R, Nondiscrimination/Equal Opportunity (Complaint and Compliance Process)  
GBA, Open Hiring/Equal Employment Opportunity  
GBAA, Sexual Harassment