

## APPENDIX D Grievance Procedure

This is a summary of the Grievance Procedure found in the Master Agreement (Contract) on pages 31-35. Hopefully, this will help you follow the steps needed to get your problem solved in the most efficient way. However, this is just meant to be a guide and does not cover all the details that are in the Master Agreement.

Before you start: Be sure to check your Contract to be sure that the issue you are dealing with is covered under the Contract. Your Grievance Representative at your school can help you find the areas of the Contract that cover your issue.

Level 1: **Discuss** the grievance **informally** with the appropriate principal or immediate supervisor. If the grievance arises from an action or lack of action of a person above the level of the principal or immediate supervisor, meet informally with that person. You may have an STA Grievance Representative accompany you if you wish.

Level 2: If you are not satisfied with the disposition of the grievance at Level 1 or if a written decision has not been rendered in ten (10) work days, you can file a written grievance (appendix D) with the appropriate principal or immediate supervisor.

\*\*\*\*\* Please note: If you take a grievance to Level 3, you are electing to use the Grievance/Arbitration Procedure and, therefore, you are choosing not to resort to any other forum or procedure for resolving the issue (eg. You may not take it to a lawyer, if you go to Level 3.)

Level 3: If you are not satisfied with the disposition of the grievance or if no written decision has been rendered in ten (10) work days at level 2, you may file the grievance in writing simultaneously with the President of STA and the Superintendent. Be sure to file it within ten (10) work days after the written decision at Level 2. The Superintendent or his/her designee must meet with the you (and a representative of the STA if you wish to bring one) within ten (10) work days.

\*\*\*\*\*All decisions at Levels 1, 2 and 3 need to be in writing, giving the decision and the reasons. The decisions need to be given promptly to all parties in interest and to the President of the Association.

\*\*\*\*\*All timelines for appeal at each level start the work day after the receipt of the written decision by the parties in interest. Timelines may be extended by mutual agreement.

Level 4: If the grievant is not satisfied with the decision at Level 3, the grievant may within ten (10) work days submit a request in writing to the Superintendent for advisory arbitration of the dispute. Please see page 33 of the Master Agreement for important details.

Level 5: The award of the arbitrator will be submitted to the Board of Trustees who have the right and responsibility to make the final decision. The Board must make their decision within ten (10) work days after the award has been rendered or within ten (10) work days of receipt of the transcript if one has been ordered. Notification of the final decision must be given to the parties involved within five (5) work days after the decision has been reached. If the Board takes no action within the time limits specified, the arbitrator's award will be the official decision of the Board.

Please see pages 31-35 of the Master Agreement for important details.

\*\*Grievants always have the right of representation.

\*\*No reprisals of any kind can be taken against any of the parties involved.

\*\*All documents, communications and records will be kept in a separate grievance file and not in the personnel file of any of the participants.