

Regulation

STAFF GRIEVANCE

The following procedures will apply when professional or personnel problems arise which are not covered by negotiated agreements:

- Step 1** Any such problem will initially be discussed with the individual's direct supervisor, who will promptly address the problem and attempt to resolve it.
- Step 2** Should the direct supervisor be unable to resolve the problem to the satisfaction of all concerned, the problem will be reduced to writing and submitted to the principal. The principal will promptly act to resolve the matter and may hold a hearing, if the principal deems it necessary. The principal will render a written decision within 5 days of receiving the written complaint.
- Step 3** Should the principal be unable to resolve the problem to the satisfaction of all concerned, the problem may be appealed to the superintendent. Upon receiving all pertinent reports and documents the superintendent will interview all parties concerned to ascertain the facts. No decision will be given until parties have had satisfactory opportunity to express their viewpoints to the superintendent. Within 10 days following the interviews, the superintendent will give a written decision to all parties involved.
- Step 4** Should the superintendent be unable to resolve the problem to the satisfaction of all concerned, the employee may appeal to the board of education to review the problem and the decision of the Administration. The board of education may, at its sole discretion, delegate to the Policy Committee of the board the duty of conducting any hearings and making any recommendations to the whole board, or in the alternative, conduct any hearings sitting as a committee of the whole. Any hearings conducted on these matters will normally be in executive session. A written decision of the board of education will be delivered to all parties by the board secretary within 45 days. The decision of the board will be final.

Adopted: February 22, 1994
NJSBA Review/Update: January 2012
Readopted: August 2014