

STAFF COMPLAINTS/GRIEVANCES

A complaint is an expression of dissatisfaction. Levels of dissatisfaction can vary in intensity and concern. If a complaint is of a low level and does not fit the definition of “grievance” as stated below, staff members should follow the General Complaint Procedures as outlined in the administrative guideline CCA. For more serious complaints that do fit the definition of “grievance,” the process listed below should be followed.

A. Definitions:

1. A “grievance” is an assertion by an aggrieved party that there has been a violation, a misinterpretation, or inequitable application of any provision of board policy, rule, regulation or procedure, or an assertion of discrimination on the basis of race, color, national origin, sex, age, disability, or religion. The term “grievance” shall not apply to matters of employment, continued employment (termination, dismissal or suspension), content of evaluations, or any matter defined as a contested case under the Wyoming Administrative Procedure Act.
2. An “aggrieved party” is an employee of the school district who asserts a grievance.
3. A “supervisor” is any employee with immediate supervisory and rating responsibility over other employees.
4. “Days” shall mean normal work days, except as otherwise indicated.

B. Right to Representation: Each party involved in the grievance may have the option of an equal number of witnesses for any meeting, hearing, appeal, or other proceeding relating to a concern which has been formally presented.

C. Procedure: The parties acknowledge that it is always desirable for the aggrieved party and immediately involved supervisor to resolve problems through free and informal communications. If this does not resolve the grievance, the follow procedure will be used:

1. Within thirty (30) days after the occurrence, the aggrieved party will informally discuss the matter with his/her supervisor.
2. Within five (5) days of the informal meeting, if results are unsatisfactory, the aggrieved party will submit a written communication to his/her supervisor.
3. The supervisor will respond within five (5) days of receiving the written communication.
4. If the aggrieved party voicing the concern is not satisfied with the response or no response has been given, the written concern is to be filed within five (5) days with the superintendent.

5. The superintendent will arrange for a meeting to take place within five (5) days after receiving written notice. All parties involved and the superintendent will be present at the meeting.
 6. Within five (5) days after the meeting, the superintendent will provide a written response. Such answer will include the reasons for the decision.
 7. If the aggrieved party is not satisfied with the decision given, or if no decision has been rendered, the written communication shall be submitted to the Board of Trustees. The Board of Trustees will arrange for a hearing to take place within thirty (30) days after the receipt of the grievance. Only those grievances submitted shall be discussed at the meeting. All parties have the right to include in the presentation such witnesses and counselors as they deem necessary to develop facts pertinent to the grievance. Upon conclusion of the hearing, the board will have fifteen (15) days to provide a written decision, together with the reasons for the decision, to the aggrieved party.
- D. Chain of Command: All suggestions, requests, or complaints of any teacher shall be taken to the building principal, after which they may be referred to the superintendent and finally, to the Board of Trustees.
- E. Optional Discrimination Complaint Procedure: Anyone who believes that he/she has been discriminated against, also has the option to utilize Guideline AC or file complaints with the appropriate state or federal office.
- F. Non-Retaliation: No retaliation or reprisal of any kind shall be taken against any person participating in the complaint process either as a complainant, a witness, or respondent, by reason of such participation. Confirmed acts of retaliation, threats or intimidation may result in disciplinary and/or legal action.