

1. Definition of Grievance

A grievance is defined as an alleged violation of a specific term of the policies related to non-represented classified employee's term and conditions of employment or a dispute regarding an interpretation of these policies. A grievance shall be only for an act or event which actually occurred.

2. Definition of Grievant

A grievant covered under this policy is defined as a non-represented classified employee or employees with a grievance.

3. Contents of the Grievance

During each step where a grievance is reduced to writing, the written statement shall clearly specify:

- a. The specific policy section allegedly violated.
- b. When this alleged violation occurred.
- c. In what way there has been a violation, misinterpretation or misapplication of the policy.
- d. The results of the previous step in the grievance procedure and why such results were unsatisfactory.
- e. The name of the aggrieved person, the policy alleged to have been violated and the proposed remedy or remedies for resolution of the grievance.

4. Days

Days shall mean work days based on the District 260-day work calendar, except as specified herein.

5. Alternate Procedures for Special Situations

Provided the employee and the immediate administrative supervisors agree and the policy grieved is not within the purview of the supervisor, Step 1 and/or Step 2 of the grievance procedure may be bypassed and the grievance brought directly to the next step.

6. Rights Guaranteed

Witnesses may be utilized by either party at any step of the grievance procedure. There will be no reprisals against any party because of their having given testimony concerning the matter(s) at issue. All documents, communications and records dealing specifically with the processing of a grievance will be considered confidential and filed separately from the personnel records of the aggrieved employee. Administrative personnel shall assist a non-represented employee to find a mediator or cooperate in helping the employee gain assistance during the grievance procedure.

## 7. Required Filing Procedures

A letter outlining the grievance, the policy or policies alleged to have been violated, the time of occurrence and the redress requested shall be filed with the immediate supervisor within the timelines indicated in (10) below. (See also item 3 of this policy.)

## 8. Class Grievances

A single grievance claim may be initiated at Step 3 in the interest of a group of employees having a common complaint.

## 9. Cooperation

The administration and the employee(s) will cooperate with each other in the investigation of any grievance, and further, will furnish such available information related to the grievance as is required for the processing of the grievance.

## 10. Procedures

A grievance must be commenced at Step 1 within ten (10) days of the action which gave rise to it. Grievance claims shall be processed as rapidly as possible and the specified time limits shall be strictly observed unless mutually waived.

### Step 1

As it is most desirable for an employee and immediate administrative supervisor to resolve problems through free and informal communication, the employee and supervisor shall attempt to do so. However, should such informal process fail to satisfy the claimant, then a grievance may be processed through the succeeding steps.

### Step 2

If, after Step 1, the employee feels such would be justified, a formal written grievance may be filed with the administrative supervisor. Such filing must be within ten (10) days of the Step 1 meeting. Copies will be transmitted to the Superintendent. A hearing, to be conducted within ten (10) days after receipt of the grievance, will be scheduled by the employee and the supervisor. Either one or both parties may request assistance from other staff members in resolution of the grievance. Within ten (10) days after the Step 2 hearing the supervisor shall provide the grievance claimant and the Superintendent with a written answer to the grievance claim.

### Step 3

If the grievance is not resolved at Step 2, the employee may refer the grievance to the Superintendent or official designee within ten (10) days after receipt of the Step 2 answer. The Superintendent's designee shall hold a hearing within ten (10) days after referral. Each party shall have the right to include such witnesses as it deems necessary to develop facts pertinent to the grievance. Upon conclusion of the hearing, the Superintendent's designee will provide, within ten (10) days, the written decision to the grievance claimant and the claimant's immediate supervisor. Such decision shall be final and binding on all parties.

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