

## Morgan School District Employee Redress of Grievance Form

*Orderly process for the prompt and equitable resolution of grievances*

Name of Employee \_\_\_\_\_ Date \_\_\_\_\_

**Please write on the back of this form (or attach a written description) the basis of the grievance, the date(s) it occurred, and the remedy sought.**

A complaint must specify the individual harm suffered in one of the following areas:

- Wages, hours, or conditions of work or other adverse employment action decisions affecting an employee.
- Specific allegations of unlawful discrimination in employment on the basis of sex (including allegations of sexual harassment), race, religion, national origin, age, disability, sexual orientation, or gender identity or on the basis of the employee's exercise of constitutional rights.
- Alleged violations of State Board rules or of policies adopted by the Board, alleged violations of a constitutional, statutory, or common law right.

No retaliatory action will be taken by the Board or any administrator/supervisor against an employee or other participant in a grievance proceeding because of participation in the grievance procedure.

### **Level One—**

Any employee having a grievance shall **submit this form to the Principal or immediate supervisor** within fifteen days of the time the employee first knew, or should have known, of the event, condition, or series of events upon which the grievance is based. The appropriate administrator/supervisor at each level shall meet with the employee within seven working days.

### **Level Two—**

If the employee is not satisfied with the outcome of the grievance conference at Level One, the employee **may request to meet with the Director of Employment Services and Compliance** to discuss the grievance within seven working days after receiving the response.

### **Level Three—**

If the employee is not satisfied with the outcome of the grievance conference at Level Two, the employee **may request to meet with the Superintendent** to discuss the grievance within seven working days after receiving the response.

**Written description of the basis of the grievance, the date(s) it occurred, and the remedy Sought:**