

# YOUR GRIEVANCE PROCEDURE: Steps & Timelines

Definition: \_\_\_\_\_

## Informal Step:

- Between whom? \_\_\_\_\_
- Is the grievance written? \_\_\_\_\_
- Is Association presence guaranteed? \_\_\_\_\_
- Is there a time limit
  - to file? \_\_\_\_\_
  - to move to the next level? \_\_\_\_\_

## Step 1: (usually immediate Supervisor or Principal)

- Between whom? \_\_\_\_\_
- Who can file? \_\_\_\_\_
- Is the grievance written? \_\_\_\_\_
- Is a meeting required? \_\_\_\_\_
- What are the time limits
  - to file at this level? \_\_\_\_\_
  - to meet? \_\_\_\_\_
  - for a response? \_\_\_\_\_
  - to appeal to the next level? \_\_\_\_\_

## Step 2: (usually Superintendent)

- Between whom? \_\_\_\_\_
- Who can appeal? \_\_\_\_\_
- Is a meeting required? \_\_\_\_\_
- What are the time limits
  - to appeal to this level? \_\_\_\_\_
  - to meet? \_\_\_\_\_
  - for a response? \_\_\_\_\_
  - to appeal to the next level \_\_\_\_\_

Step 3: (usually School Committee)

- Between whom? \_\_\_\_\_
- Who can appeal? \_\_\_\_\_
- Is a meeting required? \_\_\_\_\_
- What are the time limits
  - to appeal to this level? \_\_\_\_\_
  - to meet? \_\_\_\_\_
  - for a response? \_\_\_\_\_
  - to appeal to the next level? \_\_\_\_\_

Step 4: (usually Arbitration)

- Who can appeal? \_\_\_\_\_
- What are the time limits? \_\_\_\_\_
- Who must be notified? By whom? \_\_\_\_\_
- Is it “final and binding”? \_\_\_\_\_
- Who pays? \_\_\_\_\_

Miscellaneous:

How is “a day” defined? \_\_\_\_\_

Can a grievance be filed at Step 2? \_\_\_\_\_

When? \_\_\_\_\_

Is there language about a “group” or “class action” grievance? \_\_\_\_\_

\_\_\_\_\_

Are grievance records kept separate from personnel files? \_\_\_\_\_

\_\_\_\_\_

Is there “no retaliation” language? \_\_\_\_\_

Any unique or unusual language: \_\_\_\_\_

