

# GRIEVANCE PROCESS



From this...

(DGBA LOCAL)



To this !

this

*Whenever feasible, complaints should be resolved at the lowest possible administrative level.*

## INFORMAL ADMINISTRATIVE CONFERENCE

*If unable to resolve.....*

### LEVEL I Immediate Supervisor

Submit complaint in writing on a form provided by the District to Level I Administrator within 5 days of the informal conference and no later than 15 days following the incident/event that precipitated complaint. Administrator has 10 days to respond in writing to complaint. Employee has 5 days to appeal the complaint after receiving a response.

*If unable to resolve.....*

### LEVEL II Deputy Superintendent

Appeal complaint in writing to the appropriate Deputy Superintendent within 5 days after receiving Level I response. Deputy Superintendent has 10 days to respond in writing to complaint. Employee has 5 days to appeal the complaint to Level III after receiving a Level II response.

*If unable to resolve.....*

### LEVEL III Superintendent

Appeal complaint in writing to the Superintendent within 5 days of receiving a Level II response. The Superintendent has 10 days to respond in writing to complaint. Employee has 5 days to appeal the complaint to Level IV after receiving a Level III response

*If unable to resolve.....*

### LEVEL IV Board of Trustees

Request a hearing in writing via the Superintendent's Office within 5 days of receiving a Level III response. The Superintendent places the matter on the agenda for a future Board meeting and informs employee in writing of the date, time and place of hearing. The Board may or may not take action.