

1 Each employee of the Transylvania County Board of Education has the right to present for
2 solution any problem related to employment and is encouraged to exercise this right without fear
3 of recrimination. For this purpose, a ~~complaint~~ grievance procedure is established. Within the
4 procedure, progressive steps are provided for advancing the complaint to another level when it
5 has not been resolved. **The purpose of this procedure is to secure, at the lowest possible level,**
6 **equitable solutions to the problems that arise from time to time.**
7

8 **Furthermore, the intent is to reduce potential areas of complaints and to establish and maintain**
9 **recognized channels of communications between staff and administration.**
10

11 ~~In the belief that any problem should be corrected as quickly as possible, time limits have been~~
12 ~~established to assure prompt attention. If the employee does not process a complaint within the~~
13 ~~set time limit, it shall be considered settled. Necessary meetings will be arranged at the~~
14 ~~convenience of all parties whenever possible. When meetings are held during working hours,~~
15 ~~any employee shall neither suffer loss of pay for time away from duties nor receive extra pay~~
16 ~~when meetings are held at a time other than regular working hours.~~
17

18 Definitions:

19
20 Complaint—Any belief, rightly or wrongly, that the employee has been treated unjustly
21 by a school official or a rule or policy has been improperly administered.
22

23 Day—A day that has been designated by the Board of Education or the superintendent as
24 a regular work day in the calendar established for employees with the complainant's
25 classification.
26

27
28
29 APPROVED BY BOARD
30 AND EFFECTIVE 10/6/81
31 **REVISED** _____