

# Grievance/Complaint Procedures

## Grievance / Complaint

1. Should be conducted informally at the lowest level. (Union Contract XIII/I/A).
2. Grievance / complaint must be submitted in writing, within 15 days. (Union Contract XIII/1/B&D)
3. Employee has the right to appeal and/or respond; and have representation with them. (Union Contract XIII/1/F)
4. Steps in grievance process may be by-passed by mutual agreement. (Union Contract XIII/1/K)

## Confidentiality

Grievances/complaints/investigations on an employee are not to be discussed with others. Pursuant to s.1012.31(3)(a)(1), Florida Statutes any complaint against an employee shall be confidential and exempt from the provision of s. 119.071(1) until the conclusion of the preliminary investigation or until such time as the preliminary investigation ceases to be active.

Employees/witnesses are to be advised that any conversations are considered confidential and should not be discussed with others.

## Documentation

All grievances, complaints, witness statements, employee responses, and interviews must be documented.

No material derogatory to an employee shall be open to inspection until 10 days after the employee has been notified. ( 1012.31 FS)

When copies are to be added to an employee's personnel file, the employee shall be provided copies either by certified mail, return receipt requested, or by personal delivery and signed for by the employee (1012.31, FS)

## Suspension of an employee

The School Board hereby delegates authority of employee suspension with partial or no pay to the Superintendent in order to facilitate personnel management, to maintain an orderly and productive work environment, to avoid public embarrassment to employees, and to eliminate minor disciplinary action from the School Board's agenda.

The suspension shall not exceed five (5) days. (SB 6.53) (1012.27, FS)