

**Grievance Procedure:** The purpose of the Grievance Procedure is to resolve disputes at the lowest level that protects the negotiated interests of the employee and protects the school districts authority to manage.

A grievance is a claimed violation by a teacher or teachers in the negotiating unit based upon the implementation of the contract.

- A teacher who feels aggrieved should discuss this matter with his or her administrator within 5 calendar days (summer school) after the teacher knew or should have known of the act on which the grievance is based. During the school year, the informal meeting should proceed in a timely manner. In Sept.-June a written grievance must be submitted within 60 working days.  
A teacher may have CTA representation at any meeting with an administrator.
- If the matter is not resolved, the grievance should be reduced to writing and submitted to the Superintendent

within 5 calendar days after the meeting with the teacher's administrator.

### Hearing: Summer School

The Superintendent will hold a hearing within 5 working days.

A decision will be rendered within 7 working days. (summer school)

A teacher may appeal the decision via P.E.R.B.

### Regular School Year:

During the regular school year a decision is rendered within 5 days.

If the teacher wishes to proceed further, the employee will present the grievance to the Association's Grievance Committee. The Committee votes and the hearing process will begin.

- Employees can refer to the contract for more detail.