
Employee Rights

Purpose

This policy identifies the appeal process for employees not covered by a grievance procedure.

Scope

This policy applies to the Superintendent, Building Administrators, Staff Supervisors, Board Members and all Valley School District employees not covered by a grievance procedure.

Policy

1. Any employee not otherwise covered by a grievance procedure shall be entitled to the following appeal process.
 - (a) Step 1 – The employee shall discuss the problem or concern with their immediate supervisor.
 - (b) Step 2 – If dissatisfied with Step 1, the employee shall reduce the concern to writing and present it to the building administrator.
 - (c) Step 3 – If dissatisfied with Step 2 the employee may then present the concern to the superintendent.
 - (d) Step 4 – If dissatisfied with Step 3 the employee may request that the concern be placed on the agenda of the next regular meeting for board consideration and final disposition.
2. It is expected that each step will be completed within five working days of the date of receipt except that the board may take such additional time as is appropriate to its deliberations.

Related Procedures

N/A

Policy Cross References

3211-Title IX Grievance Procedures

5011-Affirmative Action/Equal Employment Opportunity

Policy Legal References

N/A

Management Resources

N/A

Policy History

Action:	Date:
Approved by the Board	To Be Determined
Revised	

Previous Policy Number: 9005