

EMPLOYEE GRIEVANCES

- A. Grievances from employees associated with the Pleasanton Education Association shall be initiated in the following manner.
1. If the employee has a grievance, he/she should first discuss the matter with the principal in an effort to solve the problem.
 2. If the employee is not satisfied with the disposition of the grievance, he/she may take it to the Association Representative Committee for discussion, solution or further disposition. At this level maximum effort should be made to solve the problem.
 3. If the Association Representative Committee feels that the grievance warrants further consideration, a request for a hearing with the Superintendent will be made. The Principal has the responsibility for arranging a satisfactory time and place for all persons involved. The hearing with the Superintendent may involve, in addition to the employees, a representative from the Association Committee and the Principal, in an effort to solve the problem.
 4. If the Superintendent is unable to resolve the problem, or if the employee is not satisfied with the disposition of the problem, he/she may request that the Superintendent refer the matter to the Board of Education and ask for a hearing with the board.
 5. If the Board of Education determines that the grievance warrants their consideration, a time and place for the hearing will be set. A representative from the Association Committee and the Principal and Superintendent may be invited to participate in the meeting if the Board deems it necessary.
 6. A hearing is held with the Board of Education. The administration, employee and their representatives may be present. Final disposition of the problem rests with the Board of Education.
 7. Definition of a grievance: A grievance is a claim by an employee of a violation, a misapplication, or a misinterpretation of the statutes, board policies, rules or regulations, or the contract under which the employee works, specifying in writing that which is claimed to be violated and the specifics of such violation.
- B. Any employee may at any time appeal to the Board of Education from a decision by the Superintendent of Schools. Employees or groups of employees desiring to address the Board of Education on any matter shall direct their communications to the

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Secretary, not to individual members, except that copies of any communication may be sent to all members and the superintendent.

- C. Complaints against any employee which arise from within the membership of the Board of Education or which come to the attention of the Board of Education, except through the Superintendent, shall be referred to the Superintendent for decision. In case either the employee or the complainant is not satisfied with the decision of the Superintendent, either party may take appeal to the President of the Board of Education, and final appeal may ultimately be taken to the Board of Education itself. No complaint shall be considered by the Board of Education in any other manner.

Cross Reference: 301.04 Communication Channels