

## **EMPLOYMENT-RELATED GRIEVANCES AND COMPLAINTS**

The purpose of this policy is to establish a process by which employees may address a complaint or file a grievance regarding employment-related issues and by which the District may respond to complaints and grievance in the most effective manner and at the lowest level possible.

This policy applies to all full-time employees of the Jackson Public School District. Further, this policy does not modify the at-will status of administrative or non-administrative classified employees.

### **SECTION I: POLICY STATEMENT**

The Jackson Public School District is committed to maintaining a positive and cooperative work environment for all District employees. Accordingly, the District seeks to ensure that employees demonstrate mutual respect and that operational practices are conducted per established Board policies. While employees are encouraged to resolve issues through informal procedures, the District recognizes that occasionally more formal processes may be required. Therefore, the District shall establish a complaint and grievance process that provides for the fair and equitable treatment of employees seeking to resolve employment-related issues.

### **SECTION II: DEFINITIONS**

The following definitions shall apply in this complaint policy:

1. The “administrative management team” includes all executive directors, deputy superintendents, assistant superintendents, and others designated by the Superintendent.
2. A “complaint” is a general expression of dissatisfaction/concern with an employment-related issue.
3. A “complainant” is any full-time employee filing a complaint.
4. The “complaint form” is the approved documentation on which a complaint may be filed.
5. The term “day” shall mean working school days and shall not include weekends, holidays, and vacation days.
6. A “full-time employee” is any person employed on a regular basis and working the number of hours designated as full-time for that position.
7. A “grievance” is a written claim by an employee of an alleged violation and/or inconsistent application of a written District policy/standardized practices or federal/state law.
8. The “reviewing committee” are the individuals responsible for rendering a decision at Step Two of these complaint procedures.
9. Retaliation is an adverse action taken as a result of an employee filing a complaint or grievance.

### **SECTION III: EXCLUSIONS**

This policy shall not govern the following types of employee complaints, concerns, and/or grievances:

- Improper Governmental Activity (see, Board Policy GAEC – Whistleblower Protection Policy)
- Alleged Discrimination in Employment Practices (see, Board Policy GAAF/BAB – Non-Discrimination Policy)

- Sexual Harassment (see, Board Policy GACN – Sexual Harassment Policy)
- Suspension/Termination of Certified Employees (see, Board Policy GBEE – Certified Personnel Suspension/Termination Policy and GBEH – Suspension of Certified Employees)
- Nonrenewal or Nonreemployment of Certified Employees (see, Board Policy GBEG – Nonrenewal or Nonreemployment of Certified Employees)
- Dismissal of classified, at-will employees by the Superintendent
- Matters prescribed by state or federal law and/or regulations
- Matters over which the board is without power to act, including, but not limited to, the reinstatement of classified employees by the Superintendent
- Written or verbal reprimands without a loss of pay or compensation

#### **SECTION IV: RETALIATION**

Any act of retaliation, including but not limited to harassment and/or discrimination against an employee complaining or filing a grievance in accordance with this policy shall be prohibited by the District. Disciplinary measures up to and including termination from employment with the District shall apply to any employee acting in a retaliatory manner against another employee who complaints or files a grievance under this policy.

#### **SECTION V: EMPLOYEE CONDUCT AND CODE OF ETHICS**

All Jackson Public School District employee behavior must conform to the expectations articulated in the District's Staff Ethics Policy, Board Policy GBA.

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