

1 **Lor Board Policies**
2 **Series: 500**
3 **Section: 520**
4 **Policy #: 523**
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Blair-Taylor School District
PERSONNEL
GENERAL PERSONNEL POLICIES
STAFF COMPLAINTS/GRIEVANCES

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8 The intent of the Board of Education in regard to employee complaints or grievances is to attempt to
9 resolve them at the lowest level possible. In order to fairly and equitably handle grievances and
10 complaints, the Board herewith establishes the following policy.

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12 Procedures for addressing grievances for teaching employees are outlined in Article VII of the Master
13 Agreement with the BTUEA. These are to be followed as written.

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15 Procedures for support staff members who are not covered by the teacher Master Agreement are as
16 follows:

- 17 1. All initial complaints with teachers or staff members shall be taken to the teacher or employee
18 involved. If possible it should be resolved at this point.
 - 19 2. If not resolved in Step 1, the concern should be brought to the building principal. The principal
20 will try to resolve the matter at this level if possible.
 - 21 3. If the matter cannot be resolved at Step 2, it will be referred, in writing, to the Superintendent of
22 Schools.
 - 23 4. If the matter cannot be resolved at Step 3, it will be referred by the Superintendent to the Board of
24 Education for action at their next regularly scheduled meeting.
 - 25 5. The Board will not act on a complaint unless it is submitted in writing and signed by the employee
26 submitting it. The complaint will be considered in closed session at the meeting with all
27 concerned parties present.
 - 28 6. The decision of the Board will be final.
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41 **LEGAL REFERENCE: S. 120.13 Wis. Stats., Teacher Master Agreement**

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43 **First Reading: 10/7/91**

Adopted: 10/21/91
Amended: 11/17/97
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Reviewed: 01-18-10

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48 **Clerk:** _____

