

WAUZEKA-STEUBEN SCHOOL DISTRICT**STAFF COMPLAINTS AND GRIEVANCES**

Pursuant to state law, the School District of Wauzeke-Steuben Board of Education shall provide a grievance procedure for the orderly resolution of employee grievances related to employee discipline, employee terminations, and workplace safety. Any employee of the District has the right to access the grievance procedure provided the grievance is filed in writing within the applicable timelines, and provided that the issue presented by the grievance properly concerns a grievable complaint. However, nothing within this policy or within the written rules and procedures implementing this policy shall be construed:

- To prevent an employee and the District from voluntarily resolving, or attempting to resolve, an employee's grievance, complaint, concern, or other dispute using informal methods separate from the formal grievance process, such as a mediated resolution or other similar outcome;
- To interfere or conflict with the District's obligations or an employee's or labor organization's rights, under any collective bargaining agreement. To the extent any collective bargaining agreement includes a contractual grievance procedure for the resolution of any grievance that is also within the jurisdiction of the District's statutorily-required grievance procedure, the District shall fully honor the contractual grievance procedure, including binding arbitration to the extent applicable;
- To grant or confer to any employee any substantive rights or employment protections that would not exist in the absence of this policy and its implementing rules, except for those primarily procedural rights inherent and minimally necessary to an employee's ability to access and use the grievance procedure in the manner defined by state law and by the Board.

No employee is required to pursue a formal grievance using the procedures established pursuant to this policy, and supervisors and administrators are expected to fulfill their supervisory role(s) with respect to managing employee complaints and concerns even where an employee is unable to or elects not to pursue a grievance under the formal procedures established by the Board.

The grievance procedure shall provide for grievances to be handled in a timely manner. The procedure shall also include an opportunity for a grievant to present his/her grievance before an impartial hearing officer, as well as an appeals process in which the highest level of appeal is the Board.

No employee or District official shall, or attempt to, restrain, interfere with, coerce, discriminate against and/or retaliate against any employee who files or processes a grievance in good faith. The same protections apply to any person who otherwise participates in the presentation, processing, or resolution of a grievance (e.g. a witness), regardless of whether the allegations presented by the grievance are ultimately sustained. Actions taken in bad faith, such as engaging in abuse of the process, providing false information, or engaging in libel or slander in connection with a grievance, are not protected. Violations of this paragraph may lead to disciplinary action, up to and including termination.

Legal References: **Wisconsin State Statutes Act 10 (2011)**

Cross References:

Adoption Date: **7/21/2014**

Date Reviewed:

Date Revised: