

1 Joint School District No. 2, Meridian

2
3 CLASSIFIED PERSONNEL

4
5 Series 400

6
7 Policy Title Grievance procedure

Code No. 402.50

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10 A grievance is defined as a written allegation of unfair treatment or an alleged violation
11 of district policy. A classified employee of the district may file a grievance regarding any
12 matter relating to his or her employment, with the following two exceptions:

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14 1. rate of salary or wage of the employee
15
16 2. a decision to terminate an employee for cause during the initial 180 days of
17 employment
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19 A classified employee who has completed 180 days of employment and feels there is
20 cause shall submit a grievance, in writing, to the immediate supervisor within 20 days of
21 the incident giving rise to the grievance. The grievance shall state the nature of the
22 grievance and the remedy sought. Within three (3) days of receipt of the grievance, the
23 immediate supervisor shall arrange for a meeting to take place. The appropriate
24 supervisor shall provide a written response to the employee within two (2) days after the
25 meeting. Such answer shall include the reasons upon which a decision was based.
26

27 If the classified employee is not satisfied with the response of the immediate supervisor,
28 or if there is no response from the supervisor within the time allowed, the employee may
29 appeal the grievance to the superintendent or superintendent's designee within three (3)
30 days of receipt of the response or within three (3) days from the date the supervisor last
31 had to respond. Within five (5) days of the employee's appeal, the superintendent or
32 designee shall communicate with the classified employee in an effort to resolve the
33 grievance. With four (4) days of the communication, the superintendent or designee
34 shall provide a written response to the employee.
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36 If the classified employee is not satisfied with the response of the superintendent or
37 designee, or if there is no response by the superintendent or designee within the time
38 frame provided herein, the employee may request a review of the grievance by a hearing
39 panel convened by the board of trustees within three (3) days of receipt of the response
40 or within three (3) days from the date the superintendent last had to respond.
41

42 Within ten (10) days of receipt of an appeal, the board of trustees shall convene a panel
43 consisting of three (3) persons, according to the following formula:

- 44
45 1. one (1) person designated by the board of trustees
46
47 2. one (1) person designated by the employee
48
49 3. one (1) person agreed upon by the above appointed members
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51 The panel shall review the appeal. Within five (5) days following the completion of the
52 review, the panel shall submit its decision in writing to the employee, the superintendent,
53 and the board of trustees.
54

55 The panel's decision shall be the final and conclusive resolution of the grievance unless
56 the board of trustees overturns the panel's decision by resolution at the board of
57 trustees' next regularly scheduled public meeting or unless, within 42 calendar days of
58 the filing of the board's decision, either party appeals to the district court in the county
59 where the school district is located. Upon appeal of a decision of the board of trustees,
60 the district court may affirm or set aside the decision and remand the matter to the board
61 of trustees upon the following grounds:
62

- 63 1. the findings of fact are not based on any substantial, competent evidence.
64 or
- 65 2. the board of trustees has acted without jurisdiction or in excess of its powers.
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