



CLASSIFIED STAFF GRIEVANCE PROCEDURE
(CLS-P006)
Clarksville-Montgomery County School System

1.0 SCOPE:

- 1.1 This procedure outlines the process for employees to grieve workplace issues or disputes subject to grievance under the Classified Staff Grievance Policy.

The online version of this policy is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Assistant Director of Human Resources

3.0 APPROVAL AUTHORITY:

- 3.1 Human Resources Director

4.0 DEFINITIONS:

- 4.1 Grievance: A voluntary and informal procedure stated below that employees are expected to participate in on their own behalf. The grievant at any level without establishing precedent may withdraw a grievance.

5.0 PROCEDURE:

- 5.1 Employee decides to file a grievance.
- 5.2 Employee completes and submits paperwork stating an issue, concern or problem (ref. [CLS-F022](#)).
- 5.2.1 Grievance Form must be submitted within 25 days of the occurrence of issue, concern or problem.
- 5.2.2 Employee may receive assistance from a Human Resources Department representative in order to complete form.
- 5.3 Employee provides the relevant date or range of dates, the person or persons involved, any witnesses, documents, or other items the employee believes are relevant or related to the issue or concern.
- 5.4 Employee certifies or verifies that they have talked with their immediate supervisor or department head concerning the issue and have not been able to reach a resolution.
- 5.5 Employee submitting the grievance provides a written statement of the remedy, correction, or relief they are requesting.
- 5.6 Human Resources Department representative schedules an informal problem solving conference with the employee and the supervisor or department head to assist parties in problem solving upon receipt of the Grievance Form.
- 5.6.1 Because this is an informal problem solving conference, the employee is expected to appear and participate with the assistance of the Human Resources representative.
- 5.6.2 Only the grievant, the Human Resources representative, and the employee at issue in the grievance attends the problem solving conference.



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5.7 Human Resources representative prepares a short summary of the conference outcome.

5.7.1 If needed, the issue is referred to the Director of Human Resources for review and further discussion.

5.8 Human Resources representative files the grievance report in the personnel file of the employee submitting the grievance.

NOTE: No reprisals will be taken by any employee against anyone because of his/her participation in a grievance.

6.0 ASSOCIATED DOCUMENTS:

6.1 Classified Staff Grievance Policy ([HUM-A051](#))

6.2 Grievance Form ([CLS-F022](#))

6.3 Grievance Report

6.4 Employee Handbook ([HUM-M001](#))

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Correspondence to employee	Personnel File	Indefinitely	Permanent	Secured Area, Access Controlled
All documents related to grievance	HR Confidential files	Indefinitely	Permanent	Secured Area, Access Controlled

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
4/06/06		Initial Release

9.0 FLOWCHART:

9.1 A flowchart detailing this process can be found in "Exhibit A" of this procedure.

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