



Department: Human Resources  
Policy Number: HUM-A051  
Effective Date: 4/03/06

## ADMINISTRATIVE POLICY

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

### CLASSIFIED STAFF GRIEVANCE

It is the policy of the Clarksville Montgomery County School System to resolve workplace disputes in an informal and efficient manner designed to assist the employee and supervisor or department head in resolving concerns, complaints, and disputes, related but not limited to, the following: general work conditions, work schedules, assignments, job duties, relationships with coworkers or supervisors and subordinates, and instances of conduct, actions, or language that is viewed by the employee as harassing, intimidating, discriminatory, or otherwise unwelcome. Further, any claim by an employee of the Clarksville Montgomery County School System that there has been a violation, misinterpretation, or misapplication of the terms of employment, or his/her right to fair treatment, or any established policy or practice, or pertinent state and federal law will be a grievance. Employees who believe they have a legitimate cause to file a grievance are encouraged to do so under the provisions of this policy; however, nothing in this policy is intended to deny the employee his or her rights to file concerns with the appropriate state or federal agency.

Employment actions adverse to the employee such as a loss of pay or wages, denial of promotion, demotion, retention in grade and/or pay, suspension without pay, or termination or other materially adverse action as a result of discipline should follow the formal appeal process.

Implementing Documents:      Classified Staff Grievance Procedure ([CLS-P006](#))  
   Classified Staff Grievance Form ([CLS-F022](#))  
   Employee Handbook ([HUM-M001](#))

#### Revision History:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
4/03/06		Initial Release