



Department: HR
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.

EMPLOYEE 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. Prior to filing a grievance, the employee must have attempted to resolve the matter with the assistance of supervisor and/or department head. This grievance policy does not address a certified employee's grievance related to his/her evaluation ([HUM-A036](#)) Further, any claim by an employee of the Clarksville Montgomery County School System that there has been a violation, misinterpretation, or misapplication of any established pertinent state and federal law could be eligible for a grievance. If Human Resources determines the matter should be handled pursuant to another policy or procedure, such will occur. 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.

Implementing Documents- Employee Grievance Procedure ([HUM-P022](#))
Grievance Form ([HUM-F061](#))
Employee Handbook ([HUM-M001](#))

Revision History:

Note: Policy is part of the Memorandum of Understanding and may not be revised without collaborative conferencing pursuant to TCA 49-5-608.

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
4/03/06		Initial Release
10/20/10		Reviewed, no revisions.
7/01/11	A	Changed title. Changed second sentence by deleting "the terms of employment, or his/her right to fair treatment", and "policy or practice", and adding "eligible for". Removed last sentence of policy. Changed titles of implementing documents.
11/14/11	B	Changed reference documents from CLS to HUM. (CLS-P006 to HUM-P022 and CLS-F022 to HUM-F061) Updated logo.
6/11/12	C	Added line "This grievance policy does not address a professional employee's grievance related to his/her evaluation. (See HUM-A036)"
2/18/13	D	Change "professional" to "certified"
7/24/13	E	Add Note statement to Revision History



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

7/1/17 F Added statement regarding employee's attempt to resolve grievance with supervisor and/or department head. Clarified HR's role in determining how to handle grievance.

***** End of Policy *****