



EMPLOYEE GRIEVANCE PROCEDURE (HUM-P022)

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 Employee Grievance Policy, [HUM-A051](#). This procedure does not address a professional employee's grievance related to his/her evaluation, (See [HUM-P023](#) and [HUM-A036](#)).

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

2.0 RESPONSIBILITY:

- 2.1 Human Resources General Counsel

3.0 APPROVAL AUTHORITY:

- 3.1 Chief Human Resources Officer

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. HUM-F061).
 - 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.



EMPLOYEE GRIEVANCE PROCEDURE (HUM-P022)

Clarksville-Montgomery County School System

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.

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

5.7.1 If needed, the issue is referred to the Human Resources General Counsel or Chief Human Resources Officer for review and further discussion.

5.8 Human Resources representative files the grievance report in a file separate from the personnel file of the employee submitting the grievance. Said grievance file shall be maintained by the Human Resources Department.

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 Employee Grievance Policy ([HUM-A051](#))

6.2 Grievance Form ([HUM-F061](#))

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:

Note: Procedure 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>
4/06/06		Initial Release
11/7/11	A	Changed "Classified Staff" to "Employee", changed Approval Authority to "Human Resources Officer". Changed Procedure and from CLS to HUM



EMPLOYEE GRIEVANCE PROCEDURE (HUM-P022)

Clarksville-Montgomery County School System

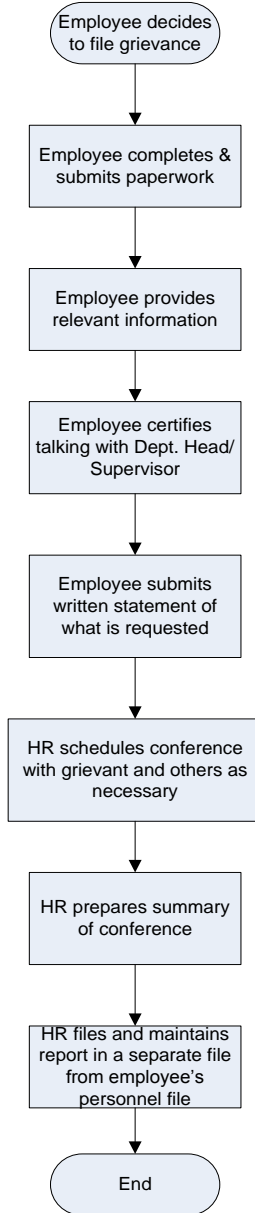
		(which changed the number altogether since HUM-P006 and HUM-F022 already exist).
6/7/12	B	Added statement to scope: "This procedure does not address a professional employee's grievance related to his/her evaluation, (See HUM-P023 and HUM-A036)."
7/24/13	C	Add Note statement to Revision History
10/26/15	D	5.8 Clarified where to file and last sentence added.
1/30/17	E	Updated 5.7.1, removed HR Director, replaced with HR General Counsel. Updated flowchart.

9.0 FLOWCHART:

9.1 A flowchart detailing this process can be found below.

**EMPLOYEE GRIEVANCE PROCEDURE
(HUM-P022)**

Clarksville-Montgomery County School System



***** End of Procedure *****