

## **STAFF COMPLAINTS AND GRIEVANCES**

The School Committee will encourage the administration to develop effective means of resolving differences that may arise among employees and between employees and administrators; reduce potential areas of grievances; and establish and maintain recognized channels of communication between the staff, administration, and School Committee.

It is the Committee's desire that grievance procedures provide for prompt and equitable adjustment of differences at the lowest possible administrative level, and that each employee be assured opportunity for an orderly presentation and review of complaints and concerns.

Channels established will provide for the following:

1. All building concerns shall be addressed by the Principal.
2. Teachers and other school employees may appeal a ruling of a Principal or other administrator to the Superintendent.
3. School employees may appeal a ruling of the Superintendent to the Committee, except in those areas where the law has specifically assigned authority to the Principal and/or the Superintendent and Committee action would be in conflict with that law.
4. All hearings of complaints before the Superintendent or Committee may be conducted in the presence of the administrator who made the ruling that is the subject of the grievance.
5. Formal grievance procedures are specified in both the Harvard Teachers' Contract as well as the Hourly Employee Work and Salary Guidelines.

The process established for the resolution of grievances in contracts negotiated with recognized employee bargaining units will apply only to "grievances" as defined in the particular contract.

LEGAL REFS.: M.G.L. [150E:5](#) and [8](#)

CONTRACT REFS.: Harvard Teachers' Contract Agreements  
Hourly Employee Work and Salary Guidelines

Approved: March 9, 2009

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