

## Resolving Non-Represented Employee Grievances

To ensure fairness and consistency, the following review procedure is to be used with regard to grievances brought by non-represented staff. No staff member's status with the District will be adversely affected in any way because the staff member utilized these procedures.

- "Grievance" means an alleged violation of a specific term of the policies related to a non-represented employee's terms and conditions of employment, including disputes regarding an interpretation of such policies.
- "Complaint" means a written, signed charge alleging specific acts, conditions or circumstances, which alleged to be in violation of policies related to a non-represented employee's terms and conditions of employment. A "Complaint" must specify:
  1. The name of the aggrieved employee.
  2. That it is a Complaint brought under this procedure.
  3. The specific policy section allegedly violated.
  4. When this alleged violation occurred.
  5. In what way there has been a violation, misinterpretation or misapplication of the policy.
  6. The results of the previous step in the grievance procedure, if any, and why such results were unsatisfactory.
  7. The proposed remedy or remedies for resolution of the grievance.

The primary purpose of this procedure is to secure an equitable solution to a justifiable Grievance. To ensure fairness and consistency, the following review procedures are to be used in the District's relationship with its staff with regard to Grievances brought by non-represented employees. No staff member's status with the District will be adversely affected in any way because the staff member utilized these procedures.

### GRIEVANCE PROCEDURE

**LEVEL ONE**—The District recognizes that many issues can be resolved promptly through free and informal communication. Accordingly, an employee may complain informally to the employee's supervisor about any alleged Grievance. If such informal communication does not resolve the Grievance to the employee's satisfaction, the employee may initiate a Complaint at any time as set out below.

### LEVEL TWO—COMPLAINT TO THE DISTRICT

- A. The Executive Director of Human Resources or designee will receive and review all Complaints and shall coordinate reasonable procedures for resolution.
- B. The Executive Director/designee will respond in writing to the employee within thirty (30) calendar days after the District received the written Complaint, unless otherwise agreed to by the employee or if exceptional circumstances related to the Complaint require an extension of the time limit. If an extension is needed, the District will notify the employee in writing of the reasons for the extension and the anticipated response date.

- C. The response by the Superintendent/designee will include:
- A summary of the results of the District's review;
  - Any reasonable corrective measures deemed necessary to remedy the employee's Grievance;

**LEVEL THREE — COMPLAINT TO THE SUPERINTENDENT**

- A. If the Complaint is not resolved at Level 2, the employee may refer the Grievance to the Superintendent or official designee within ten (10) days after receipt of the Level 2 answer.
- B. Unless otherwise agreed to by the complainant and the Superintendent, or for good cause, the Superintendent/designee will render a written decision on or before the twentieth (20th) day following the receipt of the Level 3 Complaint and will provide a copy to all parties involved. Such decision shall be final and binding on all parties.

Adoption Date: January 28, 2021  
Olympia School District  
Classification: **Required**  
Revised Dates: