

FOSTER-GLOCESTER REGIONAL SCHOOL DISTRICT
GLOCESTER, RI

EQUAL EMPLOYMENT OPPORTUNITY

GRIEVANCE PROCEDURE

A. Definition

1. A “Grievance shall be defined as an allegation by a person that said person has been treated unfairly and that there has been a violation, misinterpretation or misapplication of the provisions of Equal Employment Opportunity as it relates to any formal or informal agreements.
2. An “Aggrieved Person” is the person or persons making the allegation.

B. Purpose

It shall be the purpose of this procedure to resolve grievances at the lowest possible administrative level.

Nothing contained herein shall be construed as limiting the right of any person having a grievance to discuss the matter informally with the appropriate member of the administration.

C. Time Limits

Since it is important that a grievance be processed as rapidly as possible, the number of days indicated at each Level should be considered as maximum and every effort should be made to expedite the process. The time limits specified may, however, be extended by mutual agreement.

In the event a grievance is filed on or after June 1 which, if left unresolved until the beginning of the following school year, could result in irreparable harm to a party in interest, the time limit set forth herein shall be reduced so that the grievance procedure may be exhausted prior to the end of the school term, or as soon thereafter as is practicable.

D. Procedure

1. Level One

A person having a grievance shall first discuss it with the building principal in an effort to resolve the matter informally. The discussion at Level One shall be between the aggrieved and the building principal only and shall not involve other third parties.

2. Level Two

In the event that the aggrieved person is not satisfied with the disposition of the grievance at Level One, or in the event that no decision has been rendered within ten (10) school days after presentation of the grievance, the grievance may be filed in writing with the Equal Opportunities Hearing Officer within five (5) school days after the decision at Level One or fifteen (15) school days after the grievance was presented, whichever is sooner.

3. Level Three

In the event that the grievance is not resolved at Level Two, it may be referred in writing to the Superintendent within ten (10) school days after receipt of the decision at Level Two, or within fifteen (15) school days of the discussion at Level Two in the event that no decision was rendered.

Within ten (10) school days after receipt of the written grievance, the Superintendent shall meet with the aggrieved. At this time, the Superintendent shall hear the presentation of the grievance. The Superintendent shall render his/her decision within fifteen (15) school days.

4. Level Four

In the event that the grievance is not resolved at Level Three, or if no decision has been rendered by the Superintendent within fifteen (15) school days after the hearing, the grievance may be submitted in writing to the School Committee.

The School Committee shall hold a hearing in a session closed to the public and press at its next regularly scheduled meeting if the grievance is received at least ten (10) school days prior to the regularly scheduled meeting. Otherwise, the hearing shall take place at the following regular meeting.

The School Committee shall render its decision, in writing, within fifteen (15) school days after the hearing.

Exhaustion of the above procedures is not a prerequisite for filing complaints with the Office of Civil Rights. Complaints may be filed directly to:

Director of Office for Civil Rights
Department of Health, Education and Welfare
Washington, DC 20201

or to:

State Equal Employment Opportunity Unit
State Education Department
199 Promenade Street
Providence, Rhode Island 02903

