

UINTAH RIVER CHARTER HIGH SCHOOL Grievance 08-808

The Board of Education recognizes that each employee has the right to clear and accepted channels of communication through which a grievance may be presented, reviewed, and equitable resolved within a specified period of time.

The Board understands that each employee has the right to self-representation or is entitled to be accompanied or represented by a party(s) (such as legal council, etc.) if he or she so desires.

The number of days specified in this procedure may be extended by mutual agreement between the Board of Education or its representative and the grievant.

Nothing in this procedure shall be construed to limit the right of the Board of Education or the grievant to appeal to an appropriate court of law.

Any employee who is aggrieved by an action which relates to working conditions and relationships of to tribal and/or school policies, rules, and/or regulation that cannot be resolved through informal discussions with the immediate supervisor may file a grievance under the provisions of this section to UIT Education Board within fifteen work days after the occurrence of the action in question. This fifteen day limitations may be waived if, through no fault of the employee, he or she was unaware of the action before the time limit expired. Failure to act within the time period specified will terminate the grievance.

Only the grievance presented originally shall be considered through the procedure. To insure this, a copy of the original grievance shall be filed with the Personnel Director and Education Director. Every effort shall be made by the Parties to resolve the grievance at the lowest possible level.

PURPOSE

The purpose of this process is to secure, at the lowest possible administrative level, (preferably between the employee and the supervisor involved) equitable solutions to grievances which may from time-to-time arise.

PROCEDURE

If a formal grievance is filed, it shall be filed and processed in the following manner, expect that time limits may be waived or extended by written, mutual consent of both Parties.

STEP 1: The employee or employee representative shall present the written grievance to the immediate supervisor, with a copy to the Personnel Director and Education Director.

STEP 2: The decision shall be given to the employee with a copy sent to Personnel and Education Director in a timely manner. If the grievance remains unresolved or the decision is considered unacceptable, the employee may proceed to Step 3.

STEP 3: The employee or employee representative shall present the written grievance and such decision to the Education Director. The Education Director shall schedule a conference with the Party(s) and/or the representative(s) and shall render a written decision to the employee with a copy to Personnel and Administration. If the grievance remains unresolved or the decision is considered unacceptable, the employee may proceed to Step 4.

STEP 4: After the employee or employee representative has exhausted the administrative remedies, the employee or representative may then file a written grievance with the UIT Education Board which shall conduct a hearing or establish that a hearing is to be denied for lack of jurisdiction.

HEARINGS

When a hearing is scheduled, written notice shall be sent to all interested parties in advance of the date set for the hearings, including the time, date, place, and purpose of the hearing.

All hearings will be open to the public unless the tribe or the employee has requested that a hearing be closed, or UIT Education Board deemed it to be on the best interest of the tribe to hold a closed hearing.

All parties to a hearing shall be entitled to counsel or representative of their own choosing and at their own expense.

FINDINGS

Following closing a hearing, UIT Education Board shall render its findings and decision to the Business Committee and all concerned parties in writing.