

The Grievance Process starts with an informal conference:

Per DGBA (Local) "Within ten days of the action complained of, the grievant shall have requested a meeting with his or her immediate supervisor. The immediate supervisor shall schedule the meeting within five days of the request."

ACTION	LEVEL I RESOPNSIBILITIES & TIMELINE	LEVEL II RESPONSIBILITES & TIMELINE	LEVEL III RESPONSIBILITES & TIMELINE
File Grievance / Reply	Grievant: Within 5 days of the informal conference.	Grievant: Within 5 days of the following receipt of written response at Level I.	Grievant: Within 5 days of the following receipt of written response at Level II.
Content of complaint, documentation provided and relief for remedies requested	Grievant: At Level I, grievant must: provide full list of complaints or issues, supply all supporting documentation, and clearly describe all relief requested.	Grievant: All compliant or issues, documentation provided and relief requested at Level I will be reviewed if decision is appealed to Level II. No new information my be presented.	Superintendent or Designee: Shall provide the Board with copies of the employee's complaint, all responses, and any written documentation previously submitted by the employee and the administration.
Schedule grievance conference	Principal/Supervisor: If it is determined that a Level One hearing is necessary, it shall be scheduled within ten days of the receipt of the Level One complaint form.	Superintendent or Designee: Level II hearing shall be scheduled within 10 days of the receipt of the Level I Reply.*	Superintendent or Designee: Schedule for future Board Meeting.
Response to grievant	Principal/Supervisor: Absent extenuating circumstances, the immediate supervisor shall have ten days following that hearing within which to respond to the grievant. If it was deemed that no Level One hearing was necessary, the immediate supervisor shall respond to the grievant within ten days of the initial date and receipt of the Level One complaint form.	Superintendent or Designee: The Level II hearing officer shall have ten days following the hearing within which to respond to the grievant	Board of Trustees The Board shall listen to the complaint, but is not required to respond or take any action on the matter. The lack of official action by the Board upholds the administrative decision at Level II.

***NOTE:** Following the Level II hearing and prior to the Level II response, the Level II hearing officer may, at his or her discretion and as he or she deems necessary, investigate the employee's allegations. Any evidence gathered by the Level II hearing officer may be used in, and as evidence in support of, the Level II response.