

## **MEDWAY SCHOOL BOARD POLICY “GRIEVANCE PROCEDURE”**

(BUS DRIVERS/COOKS/ CUSTODIANS/PLAYGROUND SUPERVISORS/ NOON LUNCH WORKERS)

### **NEPN/NSBA CODE:**

### **PURPOSE**

It shall be agreed that all grievances be resolved informally or at the earliest possible stage of the grievance procedure. Settlements at any stage shall bind the parties to the settlement but shall not be precedents in a later grievance proceeding.

### **DEFINITIONS**

1. A '***grievance***' is any alleged violation of the policy or any dispute with respect to its meaning or application.
2. An '***aggrieved party***' is any employee or group of employees.
3. A grievant shall have the right to be represented at any stage of the procedure by a person or persons of his own choice.

### **SUBMISSION OF GRIEVANCES**

1. Before submission of a written grievance, the aggrieved party must attempt to resolve the grievance informally which shall include a meeting between the immediate supervisor and the aggrieved.
2. Each grievance, not resolved informally, shall be submitted in writing and shall identify the aggrieved party, the time and place where the alleged events or conditions constituting the grievance existed, and, if known, the identity of the person responsible for causing such events or conditions and a general statement of the grievance and redress sought by the aggrieved party.
3. A grievance shall be deemed waived unless it is submitted within twenty (20) days after the aggrieved party knew, or should have known, of the events or conditions on which the grievance is based.

## **PROCEDURE**

1. The immediate supervisor shall respond in writing to each grievance received. If the aggrieved party is not satisfied with the response of the immediate supervisor or if no response is received within one calendar week after submission of the grievance, such aggrieved party may submit a copy of the grievance to the Superintendent of Schools Office.
2. The superintendent or his designated representative shall confer with the aggrieved party with respect to the grievance and shall deliver to the aggrieved party a written statement of his position with respect to it no later than one week after it is received by him.
3. The decision of the school board shall be final and binding.

## **DISCIPLINE**

Disciplinary action may be imposed upon a bus driver, cook, custodian, playground supervisor or noon lunch workers for failing to fulfill his/her responsibility on the job.

Disciplinary action or measures shall include the following:

1. Oral reprimand
2. Written reprimand
3. Suspension
4. Discharge

## **DISCHARGE**

The board shall not suspend or discharge any bus driver, cook, custodian, playground supervisor or noon lunch worker without reason.

Bus drivers, cooks, custodians playground supervisors and noon lunch workers, may be suspended prior to a dismissal hearing for the following reasons:

1. Reporting for work under the influence of intoxicating beverages or drugs;
2. Drinking of alcoholic beverages and/or using illegal drugs while on duty;
3. Theft of school property or the personal property belonging to a pupil, teacher or another employee;
4. Sleeping on duty;
5. Leaving the job during an assigned work period, except in cases of emergency;
6. Immoral conduct while on duty;
7. Providing alcohol or any other chemical substance to pupils or any other employees.

Any bus driver, cook, custodian playground supervisor or noon lunch worker found to be unjustly suspended or discharged shall be reinstated with full compensation for all lost time and with full restoration of all other rights and conditions of employment.

Adopted: 02-09-94