

# Salinas Union High School District

## **ADMINISTRATIVE GRIEVANCE PROCEDURES**

Definition of a grievance - A claim based upon an event or condition resulting from the action or inaction of an administrator(s) that affects the welfare and/or terms and conditions of employment of another administrator(s). Such claim may be a controversy, dispute, or disagreement over the interpretation, meaning, or application of any provision of school or School District administrative regulations or any other professional dispute between administrative personnel.

In the event that any member of the Administrators' Association feels that a wrong has been done to him/her in his/her profession by another member of that association, he/she may utilize the following procedures:

1. Contact the individual involved and secure a resolution of the grievance on a personal basis
2. If the two parties involved still have irreconcilable differences after Step 1, a written grievance may be filed with the Administrators' Association Professional Relations Committee, Or in its absence, the Associate Superintendent of Human Resources who will act as the adjudicator in further deliberation. Such written grievance must include:
  - a. The name of the aggrieved party
  - b. The name of the person or persons against whom the grievance is filed
  - c. A statement of the complaint
  - d. The time, date, and witnesses to the allegation if any were present
3. The Professional Relations Committee upon receipt of a written grievance shall, within a ten-working-day period, notify the parties of the grievance that they have received a written statement of the grievance. Within twenty (20) working days, the committee shall conduct a thorough investigation that must contain an individual interview of each party to the grievance and all witnesses. The committee shall then make a recommendation regarding the resolution of the grievance that may be discussed with the persons involved. A copy of the written recommendation shall be given to both parties
4. At this point, the ACSA Personnel Standards Committee may be invited to participate if, in the judgment of the Professional Relations Committee, it is appropriate to do so
5. Should either party to the grievance not accept the resolution of the Professional Relations Committee, either may appeal the matter to the Associate Superintendent-Human Resources of the Salinas Union High School District who will convene an Administrative Hearing Committee. This committee will be composed of two members of the District Administrative Staff, an administrator of the school in which the grievance has arisen, and an additional administrator selected by the aggrieved party

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Management Personnel

Regulation # 4344.1/4444.1

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6. The Administrative Hearing Committee shall render a decision on the appeal. If the services of ACSA have already been utilized, they may be requested at this point of the hearing
7. If either party to the grievance is not satisfied with the final resolution, he may appeal his grievance to the Governing Board who shall adjudicate the final appeal
8. No administrator shall suffer reprisal for having presented a grievance or being a participant in a grievance case

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