

## 4340 GRIEVANCE

### A. Definition

1. A "grievance" is a claim based upon an event or condition which affects the welfare or working conditions of an employee or group of employees.
2. An "aggrieved person" is the person or persons making the claim.

### B. Purpose

The purpose of this procedure is to secure at the lowest possible administrative level equitable solutions to the problems which may from time to time arise affecting the welfare or working conditions of employees. Both parties agree that these proceedings shall be kept as informal and confidential as may be appropriate at any level of the procedure.

### C. Procedure

#### 1. Level I

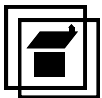
An employee with a grievance shall first discuss it with the Superintendent.

#### 2. Level II

In the event that the aggrieved person is not satisfied with the disposition of his/her grievance at Level I, he/she shall file in writing a copy of his/her grievance with the Superintendent who shall have ten school days to settle the matter.

#### 3. Level III

If the aggrieved person is not satisfied with the Superintendent's decision after the aforementioned meeting, the aggrieved may request a review by the Board of Education. In that event the Superintendent shall present to the Board all pertinent information pertaining to the grievance at the next regularly scheduled meeting or at a special meeting called for that purpose for a review and decision. Copies of all writings shall be available to the Board of Education when the matter is presented to them.



# POLICY

## BRADLEY BEACH BOARD OF EDUCATION

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The Board shall have thirty calendar days to render a decision.

All members of the faculty, janitors and employees of the Board of Education are instructed to discuss any and all problems related to their duties, hours, salary, etc., with the Superintendent of the school and not with other employees or members of the Board of Education.

N.J.S.A. 34:13A-5.3

Adopted: 17 October 2000

