



EMPLOYEE GRIEVANCE PROCEDURE (HUM-P022)

Clarksville-Montgomery County School System

The online version of this policy is official.
Therefore, all printed versions of this
document are unofficial copies.

1.0 SCOPE:

- 1.1 This procedure outlines the process for employees to grieve workplace issues or disputes subject to grievance under the Employee Grievance Policy, [HUM-A051](#). This procedure does not address a professional employee's grievance related to his/her evaluation, (See [HUM-P023](#) and [HUM-A036](#)).

2.0 RESPONSIBILITY:

- 2.1 Chief Human Resources Officer

3.0 APPROVAL AUTHORITY:

- 3.1 Chief Human Resources Officer

4.0 DEFINITIONS:

- 4.1 Grievance: A voluntary and informal procedure stated below that employees are expected to participate in on their own behalf. The grievant may withdraw a grievance at any level without establishing precedent.

5.0 PROCEDURE:

- 5.1 Employee decides to file a grievance.
- 5.2 Employee completes and submits paperwork stating an issue, concern or problem (ref. HUM-F061).
 - 5.2.1 Grievance Form must be submitted within 25 days of the occurrence of issue, concern or problem.
 - 5.2.2 Employee may receive assistance from a Human Resources Department representative in order to complete form.
- 5.3 Employee provides the relevant date or range of dates, the person or persons involved, any witnesses, documents, or other items the employee believes are relevant or related to the issue or concern.
- 5.4 Employee certifies or verifies that he/she has talked with his/her immediate supervisor or department head concerning the issue and has not been able to reach a resolution
 - 5.4.1 If a certified employee files a grievance against a supervisor, a professional organizational representative may attend the problem solving/resolution meeting(s). The certified employee must give notice to the Human Resources representative of his/her intent to have a professional organizational representative in attendance at least five (5) school days prior to the scheduled problem solving/resolution meeting.
- 5.5 Employee submitting the grievance provides a written statement of the remedy, correction, or relief he/she is requesting.



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- 5.6 Designated HR Representative will review completed grievance form. HR representative will contact grievant to review form and discuss process. Supervisor or employee that claimant is filing grievance against will be notified that grievance has been submitted and nature of grievance.
- 5.7 Human Resources Department representative schedules an informal problem solving/resolution meeting(s) conference with the employee and the supervisor or department head to assist parties in problem solving upon receipt of the Grievance Form.
 - 5.7.1 Because this is an informal problem solving/resolution meeting(s), the employee is expected to appear and participate with the assistance of the Human Resources representative.
 - 5.7.2 Only the grievant, the Human Resources representative, and the employee at issue in the grievance attends the problem solving conference unless grievance is against supervisor of a certified employee.
- 5.8 Human Resources representative prepares a short summary of the agreed upon outcomes of the conference.
 - 5.8.1 If needed, the issue is referred to the General Counsel or Chief Human Resources Officer for review and further discussion.
- 5.9 Human Resources representative files the grievance report in a file separate from the personnel file of the employee submitting the grievance. Said grievance file shall be maintained by the Human Resources Department.

NOTE: No reprisal/retaliation will be taken by any employee against another employee because of his/her participation in this grievance process.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Employee Grievance Policy ([HUM-A051](#))
- 6.2 Grievance Form ([HUM-F061](#))
- 6.3 Grievance Report
- 6.4 Employee Handbook ([HUM-M001](#))

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Correspondence to employee	Personnel File	Indefinitely	Permanent	Secured Area, Access Controlled



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All documents related to grievance	HR Confidential files	Indefinitely	Permanent	Secured Area, Access Controlled
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8.0 REVISION HISTORY:

Note: Procedure is part of the Memorandum of Understanding and may not be revised without collaborative conferencing pursuant to T.C.A. § 49-5-608.

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
4/06/06		Initial Release
11/7/11	A	Changed "Classified Staff" to "Employee", changed Approval Authority to "Human Resources Officer". Changed Procedure and from CLS to HUM (which changed the number altogether since HUM-P006 and HUM-F022 already exist).
6/7/12	B	Added statement to scope: "This procedure does not address a professional employee's grievance related to his/her evaluation, (See HUM-P023 and HUM-A036)."
7/24/13	C	Add Note statement to Revision History
10/26/15	D	5.8 Clarified where to file and last sentence added.
1/30/17	E	Updated 5.7.1, removed HR Director, replaced with HR General Counsel. Updated flowchart.
7/1/18	F	Grammar corrections. 4.1 moved "may withdraw a grievance" from end of paragraph to front of sentence.
5/6/19	G	2.1, replaced General Counsel with CHRO. 5.4, added last sentence. 5.7.1, replaced HR with General Counsel. Note, added "retaliation".
1/28/20	H	Revised 5.4.1. and 5.6.1. Added "/resolution meeting(s) throughout.
2/8/23	I	Added a step that an HR Representative will review the grievance and contact the grievant to discuss next steps.

***** End of Procedure *****