

POLICY

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4340 GRIEVANCE

Grievance Procedures For Noninstructional Staff Not Covered By Negotiated Agreement

1. Each staff member and any or all of them shall be entitled to be heard concerning any matter in which she/he or they feel aggrieved in the area of the employer-employee relationship.
2. In the case of an individual staff member, such difference shall be presented in the first instance to his/her immediate superior in administrative channels.
3. In the case of two or more staff members feeling so aggrieved, such difference shall be presented in the first instance to the superior at the lowest level who shall be common to all such members.
4. In a case where the difference is not resolved, the staff member or members involved may appeal to the Superintendent. In the instance of an appeal, the Superintendent or Secretary-Business Administrator shall make the necessary arrangements to meet with the staff member within a period of ten days.
5. Any matter considered by the Superintendent, not resolved, may be appealed to the Board of Education. In the instance of an appeal the Administrator shall make the necessary arrangements. A meeting with the Board of Education will be arranged no later than the next scheduled meeting of the full Board.
6. At the option of any staff member or members, she/he or they may be accompanied at any appeal before the Board of Education, by duly constituted local representatives or legal representative, who shall also have the opportunity to be heard at such appeal.
7. Any and all steps taken under these procedures shall be taken with the objective of fair and equitable resolution of the differences at issue, in an objective and dispassionate manner, and no reprisal or recrimination shall be directed toward any staff member during or after the completion of these procedures.



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8. Steps in these procedures may be taken formally or informally, in writing or verbally, as under the circumstances may seem most conducive to a satisfactory resolution of the difference. When a procedure is initiated in writing, it should have prompt written recognition; when a decision has been reached, this should also be communicated in writing within a reasonable time.

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

Adopted: 3 May 2004

