

# SCHOOL DISTRICT OF WAUPACA

## SERIES 500 PERSONNEL

CODE: 527

### Employee Grievances

The District provides a process for the orderly resolution of employee grievances that arise underneath the *Employee Handbook* regarding the interpretation, application or alleged violation of the *Handbook*, including all grievances over employee discipline, termination or workplace safety. However, where the District has provided a more specific complaint resolution procedure in order to address complaints or grievances on specific topics (e.g., employment-related discrimination or harassment), the District may route a grievance to the more appropriate procedure. Any District employee has the right to access the grievance procedure.

The grievance procedure shall provide for grievances to be handled in a timely manner.

No grievance shall be processed under this policy unless it is in writing and contains all of the following:

1. The name and position of the grievant;
2. A clear and concise statement of the grievance;
3. The issue involved;
4. The relief sought;
5. The date the incident or alleged violation took place;
6. The specific provision of the Employee Handbook/Board Policy or workplace safety rule alleged to have been violated; and
7. The signature of the grievant and the date.

Nothing within this policy or within the written rules and procedures implementing this policy shall be construed:

- To prevent an employee and the District from voluntarily resolving, or attempting to resolve, an employee's grievance, complaint, concern or other dispute using informal methods separate from the formal grievance process.
- To grant or confer to any employee any substantive rights or employment protections that would not exist in the absence of this policy and its implementing rules, except for those primarily procedural rights inherent and minimally necessary to an employee's ability to access and use the grievance procedure in the manner defined by state law and by the Board.

At least in connection with grievances over employee discipline, termination, or workplace safety, the grievance procedure shall contain an appeals process in which the highest level of appeal is the Board

The grievance procedure shall also include an opportunity for employees with grievances related to discipline, termination and workplace safety to present their case before an impartial hearing officer. The Board shall approve impartial hearing officers, and may choose to pre-approve a list of one or more qualified hearing officers for assignment to future grievance hearings, in accordance with the following guidelines:

- The hearing officer shall be impartial.
- The hearing officer shall not be an employee of the District.
- The hearing officer shall be (1) an attorney who is licensed to practice in the State of Wisconsin; or (2) a current or former school administrator from outside the District who is familiar with procedures for conducting a fair and impartial hearing.
- If the hearing officer is an attorney, that individual may be an attorney who (or whose firm) represents the District in some other matter(s) only if (1) there is no evidence of bias toward either party; and (2) he/she does not present the case for the administration.
- The hearing officer must be available to hear the case and render a decision in a timely manner.
- The hearing officer must comply with all relevant laws covering personnel and student records.

ADOPTED: 031417

REVISED:

REVIEWED:

LEGAL REFERENCE:

**Wisconsin Statutes**

[Section 19.81](#) – [19.88](#) (Open Meetings Law)

[Section 66.0509\(1m\)](#) (Civil service protection and grievance procedures)

CONTRACT REFERENCE:

CROSS REFERENCE:

The School District of Waupaca is an Equal Opportunity Employer. The School District of Waupaca does not discriminate on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability.