



EDMONDS SCHOOL DISTRICT NO. 15
Human Resources Division

September 2007

GRIEVANCE PROCESSING

VI-A

Considerations for Initial Stages of Grievance Processing

SEQUENCE

What follows is the usual sequence of processing grievances. Please refer to individual Collective Bargaining Agreements (CBAs) or Board Policy for specific timelines and procedures.

1. Informal discussion of issue between supervisor and prospective grievant.
2. Receipt of written grievance by supervisor or Human Resources Director.
3. Determination of validity of grievance by supervisor and Human Resources Director.
4. First level meeting scheduled by supervisor.
5. First level meeting with grievant held by supervisor to gather information.
 - Human Resources Director present, if appropriate
 - Grievant generally presents first, District questions to ascertain when and how CBA was allegedly violated.
6. Determination of whether the CBA was violated and development of response by supervisor, division leader, and Human Resources Director.
7. Response provided to grievant and union in a timely manner.

GENERAL CONSIDERATIONS

A grievance process is the formal method to determine whether or not the CBA has been violated.

1. Immediately advise the appropriate Human Resources Director of a potential grievance or written grievance.
2. Fact finding is key:
 - Determine specific alleged violation(s)
 - Determine specific CBA provision allegedly violated
 - By whom? when? how?
 - What was supervisor's action of alleged violation?
 - What remedy is sought?
3. Time lines must be honored by both parties or the grievance can be forfeited; if a grievance is submitted after the deadline it is important to know why. If a time line cannot be met, the Human Resources Director will formally arrange an extension.
4. Make and keep detailed, accurate notes of the grievance meetings.
5. Answer questions factually; don't argue, be defensive, or try to justify your actions.
6. Have the appropriate CBA at hand.
7. Remember that you are in charge of the hearing.
8. Do not make a "bench" decision; wait to confer with the Human Resources Director and division leader. It is important to resolve grievances at the lowest possible level, but it is also important to make the right decision. Conferring with others who will be affected by the decision is consistent with good decision-making principles.