

**GRIEVANCE PROCEDURE**

A. Definitions:

1. A grievance shall mean a dispute regarding the application of Board policies pertaining to an employee's discipline or termination of employment, or a dispute concerning workplace safety. No grievance shall be processed under this Grievance Procedure unless it is in writing and contains all of the following:
  - a. The name and position of the grievant;
  - b. A clear and concise statement of the grievance;
  - c. The issue(s) involved;
  - d. The relief sought;
  - e. The date the alleged violation took place;
  - f. The specific provision of the Employee Handbook (including Board Policy) or workplace safety rule alleged to have been violated; and
  - g. The signature of the grievant and the date.
2. The term "days" means regular business days (Monday through Friday) other than holidays regardless of whether the employee is scheduled to work. The time limits within which action is to be taken under this Grievance Procedure shall be computed by excluding the first day and including the last day.
3. A "grievant" is an employee as defined by state statutes governing this Grievance Procedure. At the grievant's request and cost, the grievant may appear at any step herein with a representative of his/her choice.
4. "Workplace safety" means those conditions related to physical health and safety of employees enforceable under federal or state law, or Board Policy related to: safety of the physical work environment; the safe operation of workplace equipment and tools; provision of protective equipment; training and warning requirements; workplace violence; and accident risk.
5. "Discipline" means oral reprimands (where a written record of the

reprimand is placed in the employee's file), written reprimands, suspension and demotion. Discipline does not include performance reviews, work plans or corrective actions that do not include a reprimand or other adverse employment action.

6. "Termination" means discharge from employment. Non-renewals (as pertains to administrators and teachers) and layoffs (reduction in force) are not considered terminations and are not subject to this procedure.

- B. This policy will be effective for any employee of the School District of New London.

ADOPTION DATE: September 26, 2011

REVISION DATE(S): February 12, 2018

REVIEW DATE(S):

CROSS-REFERENCE: Administrative Guideline

LEGAL REFERENCE: Wisconsin Act 10