

NONDISCRIMINATION: GRIEVANCES

Inquiries or complaints regarding compliance with policy AC will be processed as follows:

GRIEVANCE PROCEDURE

1. It is strongly encouraged that any complaint from or on behalf of any person employed or served by the schools be submitted in writing, to the employee's immediate supervisor, building Principal or in the event of a person not employed by the district, the Human Resources Director. If the complaint is not submitted in writing, the recipient will reduce the complaint to writing.
2. The recipient of the complaint will investigate the complaint and report his/her findings and recommended remediation to the Superintendent within ten (10) business days. The complaint, investigative notes and recommended remediation shall be maintained in a confidential file by the designated employee.
3. Within fifteen (15) days of the date the complaint was received, the recipient of the complaint or their designee shall inform the grievant that the investigation is complete and whether or not the claim was substantiated. If the claim was substantiated, the grievant will be assured that appropriate action has been taken to remedy the claim.
4. If the grievance has not remedied the illegal or inappropriate conduct initially reported by the grievant from further illegal or inappropriate conduct, they may then submit the complaint, with all previous communications attached, to the following parties, in the order given. Each party will have the time indicated in which to investigate and report its findings and recommended remediation.
 - a. Human Resources Director (5 school days)
 - b. Superintendent of Schools (10 school days)
 - c. School Board (20 school days)

Note: All complaints submitted in step 4 of the grievance procedure must be made out in duplicate, with all previous correspondence attached, one copy going to the grievant and one to the designated employee who shall maintain a file on all grievances.

Reference: Policy AC Non-Discrimination, Equal Opportunity Employment and District Anti-Discrimination Plan

GOFFSTOWN SCHOOL DISTRICT

AC-R

**NONDISCRIMINATION: GRIEVANCES
(continued)**

Proposed: 06/06/1988
Adopted: 10/03/1988
Revised: 07/10/1989
Adopted: 08/07/1989
Revised: 09/20/1999
Re-adopted: 06/06/2005
Revised: 04/03/2006
Adopted: 05/01/2006
Reviewed: 05/11/2009 (no changes)
Proposed: 02/17/2020
Adopted: 03/16/2020
Proposed: 12/18/2023
Adopted: 01/22/2024

NHSBA Review: 04/04/14