



Administrative Guidelines

Department: Human Resources

Policy: GAE

Topic: Employee Grievance Forms

Revised: August 2019

PROCEDURE

AVAILABILITY OF FORMS

The grievance forms as prescribed in Marietta Board of Education policy GAE follow below and should be made readily available to all employees who feel a need to file a grievance. Each work site will make both the Complaint and Grievances Initiation Form and the Complaint and Grievances Appeal Form available to employees. These forms are also located on the system web site attached to Policy GAE.

MAINTENANCE OF RECORDS

The filing of a grievance should never result in any act of retribution against the individual who filed the grievance. In an attempt to avoid even the hint of something negative occurring to the individual filing the grievance, while at the same time recognizing the necessity of maintaining accurate and complete records of all official proceedings, the following records retention procedure has been decided:

After a grievance has been disposed of, all forms created during the proceedings and all supporting documentation will be forwarded to the Superintendent's office for archival purposes. These records will not be filed in the individual's personnel file. Rather, they will be placed in a file containing all other grievances filed in the school system during that particular year. Such records will be maintained for a minimum of seven years and shall not be shared with future employers of the individuals involved.