

BOARD OF EDUCATION
Cherry Hill, New Jersey

POLICY 4135.4/4235.4

COMPLAINTS AND GRIEVANCES

Unless negotiated to be different by a specific employee bargaining unit, employee complaints and grievances will be cared for in the following manner:

1. Each employee has the right to appeal all conditions concerning his/her employment according to the timeline of their negotiated bargaining unit agreement or if the timeline is not specified within thirty (30) days after occurrence.
2. The employee shall appeal in sequence to his supervisor, principal, assistant superintendent, Superintendent of Schools and shall have a right of final appeal within the school district to the Board of Education or a committee thereof.
3. If a problem is not settled to the satisfaction of the employee within ten (10) working days of his initial complaint, the matter may be referred to the Superintendent of Schools. His request to the Superintendent must be submitted in writing and must include a full statement of the nature of the appeal and a detailed account of all facts upon which the appeal is based. A full discussion of the complaint must be held within ten (10) working days after the appeal is made to the Superintendent. Within five (5) working days after the discussion the Superintendent must identify in writing his decision concerning the grievance.
4. If dissatisfied with the action taken by the Superintendent of Schools, the employee may request a hearing before the Board of Education or a committee thereof. Such a request must be made in writing to the Board of Education through the Superintendent with a copy to the Superintendent. This request must describe the points at issue, including all reasons on which the appeal is being made. The hearing before the Board of Education must take place within thirty (30) days of the request.
5. Having followed the sequence outlined above, employees of the school district may have the right to present their appeals in person or through not more than two (2) representatives of their own selection when presenting their appeal to the Superintendent of Schools and/or the Board of Education or a committee thereof.

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6. When the appeal is heard by the Board of Education or a committee thereof, an opportunity shall be given to present any relevant and material evidence, and a full discussion shall take place. The Board of Education or its committee shall at said hearing or by independent investigation, seek to secure all evidence pertinent to the appeal.
7. The Board of Education will forward, through the Superintendent of Schools, a written response to the employee within thirty (30) days following the hearing.
8. In the event that a grievance shall remain unresolved after following the above-mentioned procedure and the aggrieved party decides to appeal to the Commissioner of Education, State of New Jersey, notice in writing of such proposed action shall be given to the Board of Education and Superintendent of Schools at least seven (7) days before commencement of said proceedings.
9. In addition to all of the above any pupil, employee, or resident of the School District of Cherry Hill has the right to file a grievance alleging a violation of any Federal and/or State of New Jersey anti-discrimination legislation. The grievance procedure for this is detailed in Administrative Procedure G-2.

Formerly Policy GAE

Adopted: 6/20/66

Amended: 10/16/67, 10/20/75, 10/15/79, 6/27/88, 4/23/02