

FORMAL GRIEVANCE

See Page 2 for directions

PRE-GRIEVANCE CONFERENCE

When an individual feels he or she has a complaint or grievance as defined on page 2, he/she shall discuss the complaint or grievance with the individual, the principal of the school, the immediate supervisor, or that person's supervisor as soon as possible. Every effort shall be made to arrive at a satisfactory resolution of the problem on an informal basis **prior** to filing a Formal Grievance. (School Board Policy 1470; 2260.02)

► **Pre-Grievance Conference Date:** _____ **Pre-Grievance held with:** _____

LEVEL 1 GRIEVANCE

1. **Grievant's Name:** _____
Address: _____
City: _____ State: _____ Zip: _____

Cell: _____
Home: _____
Work: _____

2. **Relationship to HCPS** (circle or fill in where applicable): Student Parent *

*If you are a parent, please provide name of your child: _____ Name of school/site: _____

Employee Employment Applicant Current Position/Position Sought: _____
 Other (explain) _____

3. **Identify the grounds upon which your grievance is based by circling all which apply:**

Disability (see item 14) Gender Religion Marital Status Race Color National Origin Age Violation of School Board Policy or Procedure

4. **Identify the person(s) against whom your grievance is filed:**

Name: _____ Title/Position: _____
Address: _____ City: _____ State: _____ Zip: _____

5. **Date the alleged violation took place:** _____

6. **Describe your grievance:** *If necessary, use a separate sheet and attach it to this form.* _____

7. **Date grievance submitted:** _____ **Grievant's signature:** _____

To be completed by "site"

8. **Signature of site individual with whom grievance was submitted/received:** _____ **Date:** _____

9. **Signature of person rendering Level 1 decision:*** _____ **Date:** _____

10. *School principal or site administrator responding to above grievance shall attach a copy of his/her written response to this form.

LEVEL 2 GRIEVANCE

(only after Level 1 decision rendered)

11. On a separate sheet, **state the reason(s)** you believe the decision rendered at **Level 1 by the person noted on line 9** is a violation of a School Board Policy or Procedure, or discrimination/harassment in a protected classification, and submit with your appeal.

12. Have you filed this grievance with any other city, county, state or federal office, agency or organization? Yes No
If "yes", provide **date filed** and information.

► *I swear and affirm the above information is to the best of my knowledge true and accurate.*

Date: _____ **Grievant's Signature:** _____

LEVEL 3 GRIEVANCE

(only after Level 2 decision rendered)

13. On a separate sheet, **state the reason(s)** you believe the decision rendered at **Level 2 by the Superintendent** is still a violation of School Board Policy or Procedure, or discrimination/harassment in a protected classification, and submit with your appeal.

Date: _____ **Grievant's Signature:** _____

EXCEPTIONAL STUDENT EDUCATION (ESE) DISPUTE RESOLUTION

14. If you are a parent of a student suspected of or identified as having a disability requiring special education and/or related services, you have rights under the *Individuals with Disability Education Act (IDEA)*. IDEA contains provisions relative to dispute resolution processes. Parents may obtain copies of information about the procedural safeguards and the available dispute resolution processes from ESE personnel at their child's school, at each District Area office, and at the Velasco Student Services Center, 1202 Palm Ave., Tampa, FL 33605.

FORMAL GRIEVANCE

Filing a Grievance

A grievance subject to this procedure is a complaint of an alleged violation of federal, state or local laws applicable to the School Board including, but not limited to, claims of unlawful discrimination, harassment, retaliation, or violation of specific School Board policy(ies) or procedure(s). All other complaints may be addressed to the appropriate principal, immediate supervisor, site administrator. The grievance process is not intended to replace other processes available because of various laws and collective bargaining agreements.

PRE-GRIEVANCE CONFERENCE

When an individual feels that he or she has a complaint or grievance (as defined above) he or she shall discuss the complaint or grievance with the individual, the principal of the school, the immediate supervisor or that person's supervisor as soon as possible. Every effort shall be made to arrive at a satisfactory resolution of the problem on an informal basis.

DIRECTIONS

Submit completed page 1 and attachments to:

- a. **Original:** General Manager of Employee Relations
2920 N. 40th Street, Tampa, FL 33605
- b. **Copy:** Principal or Site Administrator's office
- c. **Copy:** Grievant

1. Person(s) filing a **Level 1** grievance must complete items numbered 1-7 of the Grievance Form and attach a written statement (see item number 6). A copy should be retained by the grievant. A grievance shall be presented within 60 days after the aggrieved person knows of the act or condition on which the grievance is based, and if not so presented, the grievance shall be considered waived. **A Level 1 grievance must be precluded with a "pre-grievance conference."**
2. Person "receiving" the grievance form should complete **item number 8**.
3. The principal or site administrator rendering the **Level 1** decision shall respond in writing to the grievant within ten (10) school or work days from the date the form was submitted/received at the site.
4. The principal or site administrator rendering the **Level 1** written response must complete item 9 of the form and forward a copy with attachments (see items 6 and 10) to the grievant and to the General Manager of Employee Relations at the address above.
 - a. *Principals and Site Administrators should refer to sections 1470 and 2260.02 of the School Board Policy and Procedures Manual.*
5. Person(s) wishing to appeal their grievance to **Level 2** must complete the "Level 2 Grievance" section of the Formal Grievance (see item numbers 11 and 12) and submit documents to the General Manager of Employee Relations at the address above within ten (10) school or work days from the date they received the **Level 1 decision** from the principal or site administrator.
6. Person(s) wishing to appeal their grievance to **Level 3** must complete the "Level 3 Grievance" section (see item 13) of the Formal Grievance and submit with your appeal to the General Manager of Employee Relations at the address above within ten (10) school or work days from the date they received the **Level 2** decision from the Superintendent. Your appeal shall not introduce new evidence, and no witnesses may be called.
7. If you are a parent of a student suspected or identified as having a disability who needs special education and related services, you have rights under the *Individuals With Disability Education Act (IDEA)*. IDEA contains provisions relative to dispute resolution processes. Parents may obtain copies of information about the procedural safeguards and the available dispute resolution processes from Exceptional Student Education personnel at their child's school, at each district area office, and at the Velasco Student Services Center located at 1202 Palm Avenue, Tampa, FL 33605, (813) 273-7025.