

Grievance Procedures

Presented By

Laredo ISD Human Resources

First thing...

- “The principal of each campus and other supervisory personnel shall ensure that employees under their supervision are informed of this policy.” DGBA (Local)

Board Policy DGBA (Legal and Local)

<https://pol.tasb.org/Policy/Code/1208?filter=DGBA>

Search for a Solution

- “The Board intends that, whenever feasible, grievances be resolved at the lowest administrative level.” Board policy DGBA (Local).

What is a Grievance “Hearing”?

- An employee’s legal right to present a grievance is satisfied at each level when someone in a position of authority *hears the employee’s concern.*

Identify the Important Issues to Help Focus and Resolve the Grievance

- The true purpose of the “hearing” is to explore and understand the complaint, including the facts and information it is based on.

Timeliness of the Grievance

- “Please state the date of the event or series of events causing the grievance.” (Grievance form Level One).
 - <http://www.laredoisd.org/common/pages/DisplayFile.aspx?itemId=5125658>
- “The form must be filed within 15 school business days of the time the employee first knew or should have known of the event or series of events about which the employee is complaining.” DGBA (Local).

Alleging Individual Harm?

- “Please state your grievance including the *individual harm* alleged.” (Grievance form Level One).
- A grievance under this policy may include, but shall not be limited to, [...] Grievances concerning an employee’s wages, hours, or conditions of work. DGBA (Local).
- “A grievance must specify the *individual harm* alleged.” DGBA (Local).

Who is the Grievant Complaining About?

- “If you are making complaints or charges against any specific individuals, please identify each of those individuals by name.”
(Grievance form Level One).
- What did each of the persons identified do to the grievant?

What are the Remedies Sought?

- “Please specify what remedy you are seeking.” (Grievance form Level One).

Filing a Grievance?

- Read Policy DGBA (Legal and Local)
- Complete the Employee Grievance Form
 - Available on-line on the Human Resources Webpage

Submitting Grievance

- Turn the form with any supporting documentation to the Department of Human Resources include your email address and phone number where you can be reached
 - In person at 1702 Houston and obtain a copy of your grievance with the HR Stamp and Signature of the person who received it
 - Via Fax to 956-273-1035, print confirmation of the fax

Human Resources Process

- HR will contact you if you are not being represented by anyone
- If you have a representative, your specified representative will be contacted to coordinate the grievance process

For Additional Information Contact

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956-273-1022