

**CLOVIS UNIFIED  
SCHOOL DISTRICT**

PERSONNEL

Classified

**GRIEVANCE PROCEDURE FOR OPERATIONS UNIT EMPLOYEES**

**PURPOSE:** To establish a grievance procedure for employees covered by the California School Employees Association (CSEA) Agreement.

Operations Unit Employee grievances shall be reviewed by the immediate supervisor of the employee and every effort should be made to bring about informal resolution. If informal resolution of the complaint is not achieved, a written grievance (Exhibit No. 4244.10) should be submitted to the appropriate supervisor(s) for formal resolution according to the timelines outlined in the Agreement between the District and the California School Employees Association and its Clovis Chapter 250 (see flow chart below).

Any permanent employee who is suspended, demoted, or dismissed from service shall be given immediate notice of the cause therefor.

Upon dissatisfaction of all attempted resolutions presented by site and District administrators, the affected individual may request an appeal hearing with the Superintendent. In the event the employee wishes to appeal the Superintendent's decision, a hearing shall be conducted by the Board. At the conclusion of the hearing, the decision to sustain or deny the appeal shall be made by the Board.

**COMPLAINT PROCESS FLOW CHART**

LEVEL	PRESENT GRIEVANCE TO	PROCESS	TIMELINE	RESPONSE
Level 1 (Informal)	Immediate Supervisor, Manager, Dept. Director, or CSEA representative	Discuss nature of grievance	Within 5 days after occurrence	If discussion not feasible or successful, file written grievance at Level 2 within 20 days of occurrence.
Level 2 (Formal)	Immediate Administrator/ Supervisor	Submit written grievance on District-provided form	After 5 days, but within <u>20 days</u> after occurrence	15 days after written grievance receipt, decision is given. If no response is provided within the time limits, may appeal to the next level. If grievance resolved or decision not appealed, process stops here; OR appeal to Level 3.
Level 3 (Formal)	District Level Administrator	Submit written appeal of Level 2 decision	Within <u>(15 days)</u> after Level 2 decision	15 days after written grievance receipt, decision is given. If grievance resolved or decision not appealed, process stops here; OR appeal to Level 4.

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LEVEL	PRESENT GRIEVANCE TO	PROCESS	TIMELINE	RESPONSE
Level 4 (Formal)	Superintendent/ Designee	Submit written appeal of Level 3 decision	Within <u>15 days</u> after Level 3 decision	15 days after written grievance receipt, decision is given. If grievance resolved or decision not appealed, process stops here; OR appeal to Level 5.
Level 5 (Formal)	Board	Submit written appeal of Level 4 decision	Within <u>15 days</u> after Level 4 decision	Board to render a decision within 3 regularly scheduled meetings. Decision of Board is final

Adopted: 07/23/1975

Reviewed: 01/09/2008

Amended: 02/08/1984, 06/08/1992, 11/18/1992, 10/1992, 02/22/2006, 06/17/2009, 10/21/2020  
(BP 6307 renumbered as BP 4244.10)

Doc# 42330-6 (08/2020, None)