

**EMPLOYEE GRIEVANCES**  
**(Discipline, Termination, and Workplace Safety)**

527

The School Board shall provide for the orderly resolution of employee grievances that arise underneath the *Employee Handbook* regarding the interpretation, application or alleged violation of the *Handbook*, including complaints related to employee discipline, termination, or workplace safety. Any school employee of the District has the right of access to the grievance procedure.

The procedure shall provide for grievances to be handled in a timely manner and shall contain an appeal process in which the highest level of appeal is the Board. The procedure shall also include an opportunity for employees with grievances related to discipline, termination, and workplace safety to present their case before an impartial hearing officer. The Superintendent shall select the impartial hearing officer in accordance with the following guidelines:

- The hearing officer shall be impartial and have no bias, personal conflict or perceived personal conflict in the case.
- The hearing officer shall be (1) an experienced labor and employment law attorney who is licensed to practice law in the State of Wisconsin; (2) an experienced current or former school administrator who is familiar with procedures for conducting a fair and impartial hearing
- If the hearing officer is an attorney, the attorney may represent the District in some other paid capacity only if (1) there is no evidence that the attorney is biased for or against either party; and (2) he/she does not advise or assist the District with the development or presentation of the administration's case.
- The hearing officer must be available to hear the case and render a decision in a timely manner.
- The hearing officer may not be an employee of the District.
- The hearing officer must agree to comply with all relevant laws covering personnel and student records.

A determined effort shall be made to resolve any grievance at the lowest possible level.

**Legal References:**

**Wisconsin Statutes**

Section 19.81 – 19.88 [Open Meetings Law]

Section 66.0509(1m) [Civil service protection and grievance procedures]

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**03/15/21**