

*Resolving Issues of Concern of Non-Contract Staff Members*

The procedure for resolving an issue of concern by an individual not covered by the terms of a collective bargaining agreement shall be:

1. Presentation of "Issue of Concern" in writing to supervisor within ten (10) work days of occurrence. If the concern is with the immediate supervisor, then the Issue of Concern should be presented directly in writing to the Director of Personnel or designee, without the need to present it to the supervisor.
2. Response by immediate supervisor within five (5) work days after receipt;
3. Presentation of "Issue of Concern" in writing to the Director of Personnel or designee within ten (10) work days if further action is requested by the employee;
4. Response by Director of Personnel or designee within (10) work days following receipt of written request;
5. Review by the Superintendent of Schools if requested in writing within five (5) work days following step 4 by the employee.
6. If necessary, the Superintendent shall recommend a hearing or action by the Board when appropriate for final resolution of the issue.

Under this procedure, any issue shall be resolved within sixty-five (65) work days of its occurrence.