

**Manchester City Schools
Employee Grievance Procedures
Discrimination/Harassment**

In accordance with the policy of the Board, the following procedure governs the processing of employee discrimination/harassment grievances.

1. Any employee who wishes to file a discrimination/harassment grievance against another employee of the district may file a written or oral (recorded if possible) complaint with their immediate supervisor, or the Director of Schools if the immediate supervisor is the source of the complaint. ([See Report of Discrimination or Harassment](#)) The person taking the complaint will document the time, place, complainant and incident and immediately forward the complaint to the Director of Schools/designee. The Director of Schools/designee will appoint an administrator to investigate the grievance. The grievance shall set forth the circumstances of the incident and identity of the employee(s) involved.
2. The appointed administrator, shall initiate an investigation of the incident and shall protect the confidentiality of the grievant.
3. The investigation shall be completed within ten (10) days of the filing of the grievance. Results of the investigation, along with recommendations and suggestions, shall be shared with the Director of Schools and the grievant, unless it violates another employee's confidentiality.
4. If the grievant believes the issues are not resolved after considering the recommendations and suggestions of the investigating administrator, the grievant may request a hearing by the a grievance committee.
5. Upon receiving a request for a hearing, a Grievance Committee consisting of a district level administrator, a building level administrator and a classroom teacher shall be appointed by the Director of Schools and a hearing scheduled to occur within twenty days from the date of the request.
6. Both the grievant and the person against whom the complaint was made (respondent) may be represented by legal counsel at the hearing.
7. Within ten (10) days of the hearing, the Grievance Committee shall furnish a written report of its findings and recommendations to the Director of Schools, the grievant and the respondent while maintaining confidentiality.
8. The Director of Schools shall, within five days of the receipt of the Grievance Committee's report, act upon the recommendations of the Committee or furnish a written report to the grievant explaining why the recommendations will not be implemented.
9. Upon receipt of the Director of Schools' report, the grievant may file a written appeal with the Board. The Board shall, within thirty (30) days from the date of the appeal was received, review the report and affirm, overrule, or modify the decision of the grievance committee.