

This memorandum is designed to address recent changes in the administrative structure of the Olympia School District. In addition, it more clearly defines the designated starting point for Step 1 of the Grievance Procedure.

ARTICLE VII GRIEVANCE PROCEDURE

Section 3 Procedure

Step 1

In the event that an employee covered by this agreement wishes to voice a concern related to misinterpretation or misapplication of this agreement, he or she may address it to the person designated in Article V Section 2. If the resolution being sought is not in their realm of responsibility, the employee will be notified immediately. If the resolution is within their realm they shall respond in writing in five days of receipt of the concern.

Step 2

Should the Step 1 response not resolve the concern to the employee's satisfaction, the employee may file a written grievance with the District's Executive Director of Secondary Education and the grievance must be filed within 5 days of receipt of the building resolution.

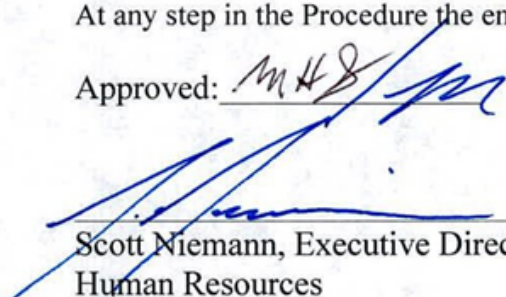
Step 3

The Executive Director of Secondary Education will respond to the grievance in seven (7) days or request an extension from the grievant. If the Executive Director of Secondary Education does not resolve the grievance to the satisfaction of the grievant, it may be referred to the Superintendent who will respond within five (5) days.

Step 4

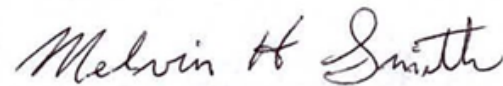
The grievant may appeal the decision of the Superintendent to the OSD Board of Directors at its next regularly scheduled meeting. The Board will render a decision. If the decision of the Board is unacceptable to the grievant then it may be taken to binding arbitration by the rules of the American Arbitration Association. The cost of the arbitration will be divided between the parties.

At any step in the Procedure the employee may be represented by the Association

Approved: 

Scott Niemann, Executive Director
Human Resources

Date: 08.30.18


Melvin Smith, President/Coordinator
OEA-AAA