

# POLICY GBK

## Board of Education Las Cruces Public Schools

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**Related Entries:** GBK-R  
**Responsible Office:** Associate Superintendent for Operations

### STAFF CONCERNS/COMPLAINTS/GRIEVANCES

#### I. PURPOSE

To provide a procedure for the reporting and resolution of legitimate employment-related concerns of the employees of Las Cruces Public Schools at the earliest possible time and with the least possible expense, disruption and friction.

This policy does not apply to employees covered by a union Collective Bargain Agreement, unless the Collective Bargain Agreement specifically so provides.

#### II. BACKGROUND

The LCPS Board of Education recognizes that employees are an invaluable resource and a vital part of the school district's mission and goals, and should be provided with a means of resolving employment-related complaints. The Board of Education also recognizes that personnel difficulties encountered by employees frequently arise from a lack of communication.

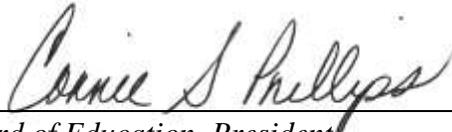
#### III. POSITION

- A. The school district shall provide a formal mechanism for promoting and/or restoring employment-related communication so that problems may be resolved before far more serious difficulties result.
- B. The Superintendent of Schools shall promulgate a regulation for the enforcement of this policy. Said regulation shall:
  1. list those situations which are not covered by this grievance procedure and therefore are not grievable under this policy;
  2. list general procedural requirements for employee grievances;
  3. outline procedural steps to be taken by a grievant both before a written grievance is filed and after it is filed; and
  4. outline conditions under which a grievant may request a hearing before the Board of Education. Hearings before the Board of Education are applicable for employees who are not covered by a Collective Bargaining Agreement only if the grievance alleges a violation, misinterpretation or inequitable application of Board policy, administrative rules or regulations.

**IV. REVIEW**

This policy shall be reviewed on an ongoing basis in accordance with the Board of Education policy review process.

**History:** Formerly Policy 266B: Grievance, Non-Bargaining Unit; revised 11.22.95, 10.17.00, 9.01, 01.22.10



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*Board of Education, President*

May 18, 2010

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*Date Approved*