



CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

Board Policy Statement

4136.00/4236.00 - Board Level Grievance Hearings

Approved on June 1, 2009

All Consolidated School District of New Britain Unions have the option of appealing grievances to the Board level. Each contract has similar but different language.

The Board will establish hearing dates for the school year at its first board meeting in September. Hearing dates will be set on a standard day and time of the week (currently Thursdays at 6PM). Meetings will be set 4 to 6 weeks apart. The schedule will then be communicated to the Unions.

Board members will be assigned by the board chair based on availability. Most union contracts call for five (5) board members on grievance committees. If availability of board members for any meeting becomes a challenge, hearings may be conducted with three (3) board members with union concurrence.

The grievance committee chair will be appointed by the board president. The chair will be responsible for reading the opening statement and establishing the hearing ground rules. Board hearings are in public. Confidentiality issues must be strictly adhered to; i.e. no student names may be revealed. Additionally, FOIA regulations need to be strictly adhered to: i.e.

- DCF reports can be presented as a public document as long as students' names are redacted.
- Personnel files, with the exception of evaluation documents are not protected from release as appropriate.
- Investigation reports are not privileged communications and can be released.

Each grievance will be moved separately for action with a motion, seconded, seconded and vote to open the grievance hearing. All questions and responses will be directed through the chair.

At the conclusion of each individual hearing the chair will state that: "This concludes the gathering of evidence in the hearing related to (subject)." The chair will then entertain a motion to either close or recess the individual hearing. If a hearing is recessed, the grievance hearing will be rescheduled to continue within ten (10) school days. If the Union chooses not to attend the recessed hearing it will forfeit its rights to continue at the Board level.

Once all grievances are heard the committee will move to go into a closed session to deliberate and rule on each grievance. Only votes to grant or deny will be entertained. The Director of Human Resources will normally record the committee votes. Once finalized, the Human Resources Director will prepare the appropriate correspondence to each union on behalf of the grievance committee.