

Clint Independent School District

Before initiating the formal complaint process and prior to the fifteen (15) District business day deadline under this policy, attempts should be made to resolve concerns at the lowest level through an informal conference process. A conference form shall be completed with both the complainant's and administrator's signature to document the conference.

If the complaint is unresolved at the informal conference of the parties, the complainant may file a grievance within fifteen (15) District business days with the arbitrator by completing and submitting the complaint form to that affect. **Complainant shall attach a copy of the conference form to the complaint form.**

Formal Process

EMPLOYEE V. EMPLOYEE COMPLAINTS/GRIEVANCES

<u>Procedure</u>	<u>Timeline</u>
➤ Complainant files written grievance with arbitrator.	➤ Within fifteen (15) District business days after unsuccessful informal conference.
➤ Arbitrator sends copy of grievance to respondent.	➤ Within two (2) District business days.
➤ Respondent shall respond in writing to the grievance.	➤ Within five (5) District business days the response shall be sent to the arbitrator.
➤ The response shall be sent by the arbitrator to the grievant.	➤ On the day the response is received.
➤ A mediator shall be appointed by the arbitrator.	➤ Within two (2) District business days after the deadline for a response.
A copy of the grievance and the response shall be forwarded to the mediator. No new information may be added or provided at this level that has not been previously provided.	
➤ The grievant and respondent shall be notified of the selection of a mediator.	➤ At the time the mediator is appointed.
➤ The mediator shall schedule a meeting between the grievant and respondent.	➤ Within five (5) District business days.
➤ The mediator shall submit a report to the arbitrator, grievant, and respondent.	➤ Two (2) District business days after the mediation process is complete.
➤ If the mediation effort fails, the grievant may request a hearing before the arbitrator	➤ Within five (5) District business days after receiving the mediation report.
➤ The administrative hearing shall be scheduled.	➤ Within five (5) District business days of the request for arbitration.
➤ The ruling of the arbitrator shall be sent to the Superintendent, grievant, and respondent.	➤ Within five (5) District business days after the hearing.
➤ If the employee wishes to appeal the arbitrator's decision, the request shall be made in writing to the Superintendent.	➤ Within five (5) District business days after receipt of the arbitrator's decision.

The hearing before the Board shall be scheduled no later than the next regularly scheduled Board meeting.

Clint Independent School District
EMPLOYEE V. EMPLOYEE COMPLAINT FORM

Submission of a complaint

When filing a complaint against a Clint ISD employee, this form must be forwarded to the Clint ISD Arbitrator, **Dr. Don Schulte** (mailing address: **4249 Park Hill Drive, El Paso, Texas 79902, phone: (915) 276 8054; or email to: arbi01@yahoo.com; or fax:915-533-0997**) within (15) District business days of the incident that is the subject of the complaint. A copy of the complaint process including timelines is attached to this form. Please review the complaint procedures before completing this form. Failure to observe the timelines as stated in District policy will result in a voluntary waiver of the complaint. Questions regarding the complaint process should be addressed to **Dr. Don Schulte, Clint ISD Arbitrator**.

Please type

Employee's Name: _____ Submission Date: _____

School: _____ Assignment: _____

Mailing Address: _____
Street City State Zip

Work Phone#: _____ Home Phone #: _____

Employee against whom complaint/grievance is lodged:

Name: _____ Position: _____

Date, Time, and Location alleged incident occurred:

Date: _____ Time: _____ Location: _____

Subject of complaint (check all that are appropriate):

- _____ Wages, hours, or conditions of work
- _____ Violation(s) of Board Policy or Administrative Regulation(s)
- _____ Violation(s) of Constitutional Rights
- _____ Arbitrary, Malicious or Capricious Treatment (circle the appropriate charge or charges)
- _____ Illegal Discrimination
- _____ Harassment (excluding sexual harassment under Title IX)
- _____ Violation(s) of Code of Ethics and Standard Practices for Professional Educators

Clint Independent School District
FORMA DE QUEJAS DE EMPLEADO CONTRA EMPLEADO

Sumisión de queja

Al presentar una queja contra un empleado de Clint ISD, esta forma se debe enviar al árbitro del Distrito *Dr. Don Schulte*, (dirección: 4249 Park Hill Drive, El Paso, Texas 79902; Teléfono: (915) 276 8054; O email a: arbi01@yahoo.com o por fax: 915-533-0997) dentro de quince (15) días del incidente que es el tema de la queja. Adjunta a esta forma encontrara una copia del proceso de quejas que incluye los plazos de tiempo requeridos bajo la póliza del Distrito. Favor de revisar el procedimiento de quejas antes de completar esta forma ya que no observar los plazos de tiempo resultará en renuncia voluntaria de la queja. Las preguntas con respecto al proceso de quejas se deben dirigir al *Dr. Don Schulte, Clint ISD Arbitro*.

Favor de escribir en maquina

Nombre de Empleado: _____ Fecha de Sumisión: _____

Escuela: _____ Departamento/Titulo: _____

Dirección de correo: _____
Calle Ciudad Estado Código Postal

Teléfono de la casa: _____ Teléfono del trabajo: _____

Empleado contra quien se presenta la queja:

Nombre: _____ Puesto: _____

Fecha, hora y sitio donde ocurrió el presunto incidente:

Fecha _____ Hora _____ Sitio _____

Tema de la queja (Marque todos los que corresponde.):

- _____ Salario, horas, o condiciones de trabajo
- _____ Violación (es) de Política de la Mesa o Reglamento(s) Administrativo(s)
- _____ Violación (es) de Derechos Constitucionales
- _____ Tratamiento Arbitrario, Malévolo o Caprichoso (Circule el cargo o cargos apropiados)
- _____ Discriminación ilegal
- _____ Acoso (excluyendo acoso sexual bajo Título IX)
- _____ Violación (es) del Código de Ética y Normas Prácticas para Educadores Profesionales

