



Administrative Procedure HR-P600
EMPLOYEE GRIEVANCE PROCEDURE

Responsible: Department of Human Resources

PURPOSE

This administrative procedure shall establish the process by which the Human Resources Department handles and processes all grievances filed by employees of the Washoe County School District.

PROCEDURE

1. The WCSD follows the procedures laid out in the respective Negotiated Agreements for each classification of employee.
2. Employees who are governed by Employee Handbooks are not covered by this procedure.
3. The relevant Grievance Procedures for each authorized employee bargaining unit are located in the following provisions of the Negotiated Agreements:
 - a. Education Support Professionals – Article 7 of the WESP Agreement
 - b. Certified Employees – Article 12 of the WEA Agreement
 - c. Licensed Administrators – Article 22 of the WSPA Agreement
 - d. Professional-Technical Employees & School Psychologists – Article 21 of the APTA Agreement
 - e. School Police Officers – Article 7 of the WCSPOA Agreement

DEFINITIONS

1. Grievance - A complaint brought by an employee, group of employees, or a recognized bargaining association based upon an alleged violation, misinterpretation, or inequitable application of a specific provision of a collective bargaining agreement. Also, certain employees may appeal certain disciplinary actions through a grievance procedure.
2. Authorized employee bargaining unit – the organizations recognized by the WCSD pursuant to NRS 288 for negotiation of working conditions within the District for a specific classification of employee.

IMPLEMENTATION GUIDELINES & ASSOCIATED DOCUMENTS

1. This Administrative Procedure reflects the goals of the District's Strategic Plan.
2. This Administrative Procedure aligns with Nevada Revised Statutes (NRS) and Nevada Administrative Code (NAC) to include:
 - a. NRS Chapter 288, Relations Between Government And Public Employees
 - b. NRS Chapter 391, Personnel

REVIEW AND REPORTING

1. This procedure and any accompanying documents will be reviewed as needed.

REVISION HISTORY

Date	Revision	Modification
2/2/2006	1.0	Initial Release
1/17/2008	2.0	Updated information regarding Relevant Negotiated Agreements
4/23/2009	3.0	Updated information regarding Relevant Negotiated Agreements
4/13/2011	4.0	Updated information regarding Relevant Negotiated Agreements
03/25/2021	5.0	Reformatted to current procedure template, updated information to reference current CBA.