

1. The Board recognizes the need to resolve any differences arising among employees or between employees and supervisors quickly, judiciously and in confidence.
2. In cases where differences cannot be completely resolved between the employee and supervisor, the matter is to be referred to the next level supervisor, if applicable, and then to the Director.
3. In the case where differences cannot be completely resolved by the employee, a supervisor and the Director, the parties will prepare written reports on the matter for review by the Personnel Committee.
4. The Personnel Committee may convene a meeting of all parties for examination and questioning before making their decision.
5. The employee may be accompanied by a representative of his or her choice at any formal meeting addressing a grievance.
6. Either party may appeal any decision of the Personnel Committee to the Board, whose decision shall be considered final.