



## *Steps to Filing An Employee Grievance*

# Follow These Steps

- Step 1. Establish whether the grievance can be resolved on your own with your colleague or supervisor informally.
- Step 2. If not, submit a formal complaint to your Campus Principal. If the complaint is against the Campus Principal the complaint may be brought to the Superintendent.
- Step 3. Once your complaint has been formally submitted within 15 days, await a decision to be issued in 10 days according to the AWBLA Grievance Policy.
- Step 4. If the employee is not satisfied with the resolution, submit an appeal request to HR.
- Step 5. Submit within 10 days to HR, await a decision to be issued in 15 days according to AWBLA Grievance Policy.
- Step 6. If the employee is not satisfied with the resolution, submit an appeal request to the Superintendent.
- Step 7. Submit within 10 days to the Superintendent, await a decision to be issued in 15 days according to the AWBLA Grievance Policy.
- Step 8. If the employee is not satisfied with the resolution, submit an appeal request to the Board within the 10 days.

If your supervisor is discriminating against you because of your gender, race, national origin or some other protected area, go to HR. AWBLA is legally bound to investigate. If AWBLA find that you have a valid complaint after an investigation has been conducted, we are required by law to act.