



Board Policy GAE: Complaints and Grievances

Status: DRAFT

Original Adopted Date: Pending | **Last Reviewed Date:** 06/26/2025

PROPOSED POLICY

The DeKalb County Board of Education is committed to fostering a positive, respectful, and supportive work environment for all employees. The board recognizes, however, that workplace conflicts and disagreements occasionally arise. Employees are encouraged to resolve these concerns informally in a spirit of collegiality and at the lowest organizational level possible.

When informal efforts are not successful or appropriate, this policy establishes a formal employee grievance procedure. This policy and its associated regulation provide a structured and fair process for employees to voice concerns and seek resolution in a timely and consistent manner.

Some examples of workplace disagreements which can be resolved through the employee grievance procedure include interpersonal conflicts between coworkers or between an employee and their supervisor, alleged violations or misinterpretations of laws, policies, rules or regulations, and any other workplace disputes.

The superintendent, or the superintendent's designee, will create GAE-R, which will establish detailed employee complaint procedures. Employee complaints and grievances, unless otherwise stated in an employment contract, are handled according to the following general procedure:

Applies to All Employees

- Employees are encouraged to first request an informal resolution conference.
- After or instead of an informal resolution conference, an employee can request a level one hearing.
- If a complainant is dissatisfied with the resolution at the level one hearing, an employee may request a level two hearing.

Applies Only to Certified Employees

- If a complainant is dissatisfied with the resolution at the level two hearing, a certified employee may request a level three hearing, which is conducted by the DeKalb County Board of Education.
 - If a complainant is dissatisfied with the Board's decision at the level three hearing, a certified employee may appeal to the State Board of Education.
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