

Grievance Procedure

What is a grievance?

A "grievance" is any alleged violation of the GTA Contract Agreement or any dispute with respect to its meaning or application.

What should I do if I feel the contract has been violated?

1. Contact your building rep/or rep at large to discuss your situation and try to resolve it informally. If you are unable to resolve the issue please submit a Grievance Intake Form. Time is of the essence. A grievance must be filed within **30 days** of the violation.
2. Print and fill out the Grievance Intake Form and send it to the Grievance Chairs. You can find the Grievance Intake Form on the GTA website gloversvilleteachers.org. Please ask a building rep for the password if you do not have it.
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How does the grievance procedure work?

The grievance chairs will call a meeting of the grievance committee, review your concern form, and will determine if a violation of the contract has occurred. If we feel you have a grievance, we will proceed with the process. We will begin by submitting a grievance to the building principal or Superintendent.

Stage I

The building principal shall respond in writing to each grievance received. If an aggrieved party is not satisfied with the response of the building principal, or if no response is received within five (5) school days after the submission of a grievance, such aggrieved party may submit a copy of the grievance to the Superintendent within five (5) school days thereafter.

Stage II

The superintendent or designated representative shall, upon request, confer with the aggrieved parties with respect to the grievance and shall deliver to the aggrieved parties a written statement of position no later than two school weeks after receipt.

Stage III

If the aggrieved parties are not satisfied with the response at Stage II, or if no response is received within two school weeks after receipt at Stage II, the Association may submit a copy of the grievance within five school days thereafter to the Board.

Within 15 school days after receipt of the grievance at Stage III the Board will meet in executive session with the aggrieved and the Association representatives for the purpose of presenting the Association's position. The Board shall render a decision in writing on said grievance, no later than two (2) school weeks after this meeting.

Stage IV

In the event the Association is not satisfied with the statement of the Board with respect to a grievance, it may, within 15 days after receiving the statement, refer the grievance to arbitration and request that the 42 American Arbitration Association (AAA) propose the names of seven arbitrators.

For more information regarding the grievance procedure, please check your contract or view it online <http://www.gesdk12.org/StaffResources/EmployeeBenefits/GTA%20CONTRACT15-19.pdf>