
Grievance Procedure (PER-P009)

Milford Public School District

1.0 SCOPE:

- 1.1 This procedure describes the process in which the Human Resources Department processes union grievances in the Milford Public School District.

2.0 RESPONSIBILITY:

- 2.1 Superintendent of Schools
2.2 Deputy Superintendent of Schools
2.3 Director of Human Resources

The on-line version of this procedure is official. All printed versions are uncontrolled copies.

3.0 APPROVAL AUTHORITY:

- 3.1 Deputy Superintendent of Operations

Authorized Signature on File
Signature Date

4.0 DEFINITIONS:

- 4.1 Grievance – any employee dissatisfaction relating to employment practices which are identified as grievable in the collective bargaining agreements.

5.0 PROCEDURE: -

- 5.1 Milford Public School district has the following bargaining units:
- Milford Association of School Administrators (MASA)
 - Milford Education Association (MEA)
 - Milford Federation of Para-Professionals
 - Milford Association of Education Secretaries (MAES) (CILU Local #64)
 - Milford School of Custodian and Maintainer Union (AFL/CIA Local 2018 Council #4)
 - Local 217 Hotel and Restaurant Employees Union ALF/CIO
- 5.2 Any grievance filed by any of the above bargaining units, are processed according to the appropriate articles of the above collective bargaining agreements.
- 5.2.1 Every effort is made to resolve any grievance in house with union and administrative representation.
- 5.2.2 There are various steps defined in each contract. The final step is binding arbitration by the State Labor Board

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Milford Association of School Administrators (MASA)
6.2 Milford Education Association (MEA)

Grievance Procedure (PER-P009)
Milford Public School District

- 6.3 Milford Federation of Para-Professionals
- 6.4 Milford Association of Education Secretaries (MAES) (CILY Local #64)
- 6.5 Milford School of Custodian and Maintainer Union (AFL/CIA Local 2018 Council #4)
- 6.6 Local 217 Hotel and Restaurant Employees Union AFL/CIO

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Union Contracts listed in 6.0 above	Human Resources Files	99 years	Shred	Locked offices

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
08/25/2003	A	Initial Release
10/04/2004	B	Change titles in 2.0 and 3.0; change/add wording in 4.0, 5.0, 6.0 and 7.0 and change Disposition in 7.0
02/03/2005	C	Change title back to Director of Human Resources in 2.0

* * * E n d o f p r o c e d u r e * * *