

# HOW TO HANDLE A GRIEVANCE



- **Get all the FACTS.**
- **Check the Comprehensive Professional Agreement** or Vancouver School District Policies and Procedures for the applicable clauses. Is this matter covered by the definition of the grievance in the contract?
- **Check the Accuracy of the Complaint.** Make inquiries of others involved.
- Indicate to the employee whether the complaint is to be handled through the grievance procedure or is a complaint to be handled through a different forum (such as P/R meeting, Labor Management, etc).
- **Don't Judge.** Don't judge a grievance by yourself. Consult your local President or UniServ staff before you act.
- **Discuss** the situation with the administrator. Explain the conflict and suggest a remedy. If a suitable remedy cannot be reached, inform the administrator of intent to grieve.