

**POWAY UNIFIED SCHOOL DISTRICT  
BOARD POLICY**

**Originator:** Assoc. Superintendent, PSS

**Issue No:** 2

**Date:** 7/29/91

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**ARTICLE: 4.0 PERSONNEL SUPPORT SERVICES Reference:**

**4.1 GENERAL PERSONNEL PRACTICES**

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**SECTION 4.105 EMPLOYEE DISPUTE SETTLEMENT**

The Board of Education will provide adequate due process for employees with which to deal with violation, misinterpretations, and misapplications of various rules and regulations of the Board of Education.

A "grievance" for a non-represented employee is a claim that he/she has been adversely affected by a violation, misinterpretation, or misapplication of the specific provisions of a Board Policy.

An employee grievance procedure shall be effected which will provide a reasonable and effective means of resolving the differences arising out of employment relationships. It is the intent of the Board that grievance procedures be provided which will identify and correct at the earliest possible time and at the lowest level of management, employees' concerns regarding their relationship with the Poway Unified School District. Grievances shall be administered in accordance with the provisions of the appropriate contract agreement or District Administrative Procedure.

The Board of Education will provide for an orderly process of reviewing employee complaints which fall outside the bilateral employee contract, grievance procedures, or Personnel Commission Rules and Regulations.