



MAYFIELD
EDUCATION ASSOCIATION
Quality Teachers and Support Staff

CONCERN AND GRIEVANCE STEPS

1. The MEA Member identifies their concern. They should be issued an MEA Concern Form to complete and give to you. The contract article should be identified.
2. The MEA Member should have a discussion with their administrator that they have a contractual concern. This should be documented by the member. The member should alert their building representative who will inform the MEA President.
3. The MEA Grievance Committee will meet with the member with the concern. All documentation related to the potential grievance should be brought forward.
4. Grievance Step 1: Working with the Mayfield Labor Relations Consultant (LRC) a grievance will be written and submitted to the administration. This begins a 30 day window. A written decision will be delivered within 5 days. A meeting may be set up to resolve the grievance.
5. Grievance Step 2: If resolution is not met, the grievance form may now be sent to the superintendent. This should be done within 5 days of the decision delivered by administration in Step 1. The superintendent has 10 days to set up a meeting. After the meeting, the superintendent has 5 days to deliver a decision.
6. Grievance Step 3: Within 20 days of the decision from the superintendent, a written request to take the grievance to arbitration is submitted.

Protecting the contractual rights of our members!