

**DIOCESE OF DES MOINES**  
**Catholic Schools Policies/Regulations**

**STAFF PERSONNEL**

**Grievance Policy**

It shall be the policy of the Diocesan Catholic Schools Office, under the aegis of the Bishop, that there be either Diocesan procedures for the timely and just resolution of complaints. The grievance procedure will be stated in the Diocesan Personnel Handbook/Local Handbook and reviewed with teachers each year.

Policy Adopted: April 12, 1976  
Policy Revised: May 19, 2008  
Policy Reviewed: January 21, 2019  
Policy Revised: July 30, 2021

**Grievance Regulation  
Regulation 458.1**

The following procedures should normally be followed:

Grievances and requests for any meetings should be placed in written form, stating the policy, procedure or contract term involved.

The person or persons who wish to file a grievance should:

- 1) Request a conference with the immediate supervisor which should be held as soon as possible for the purpose of discussion and resolution.
- 2) If a resolution is not reached, a conference may be requested with the school administrator.
- 3) Failing to reach an agreement, the problem may be referred to the pastor.
- 4) The Superintendent or Bishop or his designee may be involved if deemed necessary.

Regulation Adopted: May 17, 1976  
Regulation Revised: May 19, 2008  
Regulation Reviewed: January 21, 2019  
Regulation Revised: July 30, 2021