

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

**STAFF PERSONNEL**

**Grievance Procedure**

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) Failing resolution, a request for a meeting with the local board of education should be made through the board chairperson.
- 3) Failing resolution through a local board, a hearing with the Diocesan Catholic Schools Board may be requested by the person or persons seeking such a resolution to a grievance through the Diocesan superintendent of schools.

Regulation Adopted: May 17, 1976

Regulation Revised: May 19, 2008

Regulation Reviewed: January 21, 2019