



BALTIMORE CITY PUBLIC SCHOOLS

GENERAL ORDER 10-45 SECTION K-6

GRIEVANCE

Revisions Approved: June 12, 2018

This General Order contains the following numbered sections:

- I. Directive
- II. Purpose
- III. Grievance Principles
- IV. Grievance Procedures
- V. Time Limit
- VI. Grievance Records
- VII. Analysis of Grievances
- VIII. Effective Date

I. DIRECTIVE

The Baltimore City School Police Force (BCSPF) will ensure that all employee grievances are handled by supervisory personnel with the goal of providing a remedy to the grievance. All grievances will be handled in accordance with the provisions of the Baltimore City School Board of Commissioners policy applicable to the negotiated agreement, unless otherwise noted, and will be coordinated by the Chief of School Police.

II. PURPOSE

The purpose of this General Order is to establish guidelines governing the grievance procedure for all members of the BCSPF.

III. GRIEVANCE PRINCIPLES

All grievance related issues pertaining to members of the Fraternal Order of Police, Lodge #5 will be addressed and resolved through the terms and conditions of the Memorandum of Understanding with the Baltimore City Board of School Commissioners. All other employees' grievance related issues will be addressed through their respective bargaining units and their agreements with the Baltimore City Board of School Commissioners.

- A. An example of a complaint of grievance includes but is not limited to:
 1. Discriminatory treatment because of race, religion, ethnicity, sexual orientation, gender identity, gender expression or disability.



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2. Faulty or improper implementation by a supervisor of the policies, procedures, regulations or operating orders.
 3. Any other supervisory action not in the best interest of the BCSPF.
 4. The existence of hazardous or unhealthy working conditions.
 5. The improper conduct during working hours of fellow employees which poses a threat to health or well-being.

IV. GRIEVANCE PROCEDURES

Any grievance issue involving a sworn member shall be addressed in compliance with the Law Enforcement Officers' Bill of Rights, which shall supersede this policy, whenever this statute is applicable.

A copy of the grievance procedure can be obtained from the Administrative Sergeant.

V. TIME LIMIT

All time limits pertaining to grievances are covered through the respective negotiated terms of an employee's bargaining unit.

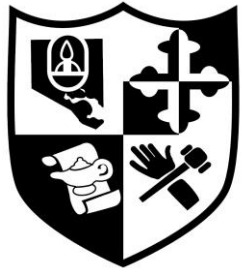
VI. GRIEVANCE RECORDS

Records for grievances resolved in Steps 1 through 3 of the grievance procedure will be maintained by the Chief of School Police, and/or their designee, in the division file. Records for grievances resolved in either Step 4 or 5 of the grievance procedure will be maintained by the Chief Human Capital Officer, and/or their designee. Access to these records shall be limited to the individuals indicated above.

VII. ANALYSIS OF GRIEVANCES

The Chief of School Police, or their designee, will conduct an annual analysis of grievances. The purpose of this analysis will be to attempt to discover any agency problems, so that steps may be taken to minimize the causes of such grievances in the future.

VIII. EFFECTIVE DATE



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This Order shall be effective on the date of publication.

I certify that I have read and fully understand this Order.

Signature _____ Date _____