

**GRIEVANCES NOT COVERED BY CONTRACT**

In order to maintain harmony in the district and establish the best educational program possible, the Holmdel Township Board of Education encourages the administration to set up channels that will provide for communication and exchange of ideas between the Board and district staff.

All personnel shall refer matters requiring administrative action to the administrative officer immediately in charge of the area in which the problem arises. Administrative officers shall refer such matters to the next higher authority when necessary.

Communication procedures established for matters not covered by negotiated agreement shall provide for prompt and equitable adjustment of differences at the lowest possible administrative level. Each employee shall be ensured opportunity for an orderly presentation and review of concerns without fear of reprisal as a result of having presented them.

**Source:** Regular Board Meeting

**Date:** August 20, 1986

**Revised:** April 1, 1996

