

Employee Grievance Procedure

The Governing Board is committed to providing a process by which employees may file a grievance concerning the nature of their employment. The Board and Principal shall do whatever is practicable to provide the proper environment for the positive resolution of employee concerns. In the event of a dispute involving employment or the implementation of the personnel policies, and after a good faith effort with the Principal to thoroughly resolve the dispute, all employees may submit their complaint following the procedures outlined below. The good faith effort will include problem identification, possible solutions, selection of resolution, timeline for implementation, and follow-up. A written summary of the good faith effort will be included in the personnel file. Failure to follow the procedures and timelines below constitutes a waiver of the employee's right to file a grievance.

Grievances filed against Employees

- The individual shall submit a statement in writing to the Principal stating clearly the nature of their grievance. All pertinent facts and details shall be provided in this report that will assist the Principal in his/her determination.
- The Principal will make a determination concerning the grievance and shall submit a written response to the employee.
- If it is determined that an action plan is required to resolve the grievance, this shall be stipulated in the response.
- If the employee does not agree with the decision of the Principal, the employee may appeal the decision of the Principal to the School Board.
- The School Board will review the original complaint and will determine if the Principal followed proper procedure in determining a response to the grievance. The Board, in making its determination, may also review any written information or logs of interviews or conversations with individuals that are submitted by the employee and the Principal.

Grievances filed against the Principal and/or Superintendent

- The individual will first address their issue with the Principal and/or Superintendent and document this attempt. If this attempt does not rectify the issue, the individual may appeal to the Board.
- The individual shall submit a statement in writing to the Board President stating clearly the nature of their grievance. All pertinent facts and details shall be provided in this report. The Board President will send the grievance to the Board.

- The Board will notify the individual that they received their grievance and will follow up within 14 days.
- The Board will send the grievance to the Principal/Superintendent and ask for a response within 3 days.
- The Board will make a determination concerning the grievance and shall submit a written response to the individual and Principal/Superintendent.
- If it is determined that an action plan is required to resolve the grievance, this shall be stipulated in the response, including timeline and follow up. The grievance shall be saved in the Principal/Superintendents file and taken into consideration during annual reviews.
- This procedure shall be used to address any open grievances that have been submitted to the Board by the time of its passage, with the time requirements beginning on the date of approval by the board, as well as all submitted after that time.

Grievances filed against Board Member

- This policy shall apply to Board Members acting within their official capacity as a board member, and shall exclude conduct in their individual capacity when not officially representing the board or school.
- The individual will first address their issue with the individual Board member and document this attempt. If this attempt does not rectify the issue, the individual may appeal to the Board.
- The employee shall submit a statement in writing to the Board President stating clearly the nature of their grievance. All pertinent facts and details shall be provided in this report. The Board President will send the grievance to the Board of Directors.
- The Board President (or next officer in the hierarchy not included in complaint, if President is included in grievance) will notify the individual that they received their grievance and will follow up within 14 days.
- The Board President (or next officer in the hierarchy not included in complaint, if President is included in grievance) will send the grievance to the named Board Member(s) and ask for a response within 3 days.
- The named Board Member(s) will be recused from participating in decision making with regards to grievances against them, and the remainder of the Board will make a determination concerning the grievance and shall submit a written response to the individual and named Board Member(s).
- If it is determined that an action plan is required to resolve the grievance, this shall be stipulated in the response, including timeline and follow up. The grievance shall be saved in the Board Member(s) file and taken into consideration during nominations for future terms.