

Adopted: 6.22.15

Revised: _____

429.1: POLICY ON FACULTY AND STAFF COMPLAINT/DISPUTE RESOLUTION PROCEDURE

New Century School strives to have an effective procedure for resolving work-related complaints and disputes. The following procedure is available to all faculty and staff who want to be heard regarding complaints or disputes that involve an interpretation, application, or alleged violation of a school policy. Faculty and staff may raise concerns regarding written or unwritten policies, or regarding decisions by the school's Director or other administrator that directly affects the status of their employment.

This Complaint/Dispute Resolution Procedure does not apply to allegations of religious, racial, or sexual harassment or violence. All concerns and complaints regarding such allegations must be made in a manner consistent with the St New Century School Policy Prohibiting Harassment and Violence.

This Complaint/Dispute Resolution Procedure does not apply to allegations of violation of Title IX, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act. All concerns and complaints regarding such allegations must be made in a manner consistent with New Century School's Grievance Procedure Policy for Title IX, Section 504 or Americans with Disabilities Act.

Step 1: The faculty or staff seeking to report a complaint or dispute ("the grievant") should discuss his/her concerns with the school director. Whenever possible, this meeting should occur within 14 days of the incident about which concerns are raised. Faculty and staff are encouraged, but not required, to submit concerns in writing. The Director will attempt to resolve the issue and respond to the grievant within 10 days.

Step 2: If the grievant is not satisfied after completion of Step 1, the grievant should request a meeting with the school's Director. (If the grievant met with the Director during Step 1, the grievant should proceed to Step 3.) Whenever possible, the grievant and EDirector will meet within 7 days of the grievant's request for a meeting. Whenever possible, the Director will provide a written response to the grievant within 14 days of the meeting with the grievant.

Step 3: If the grievant is not satisfied after completion of Step 2, the grievant should request a hearing with the board of directors. The Board will create a review panel to be comprised of the Director, a staff member, and the Board Chair.

The Panel:

- A. Shall schedule and notify the grievant of a hearing. The hearing shall be scheduled to begin within 21 days of the Board Chair's receipt of the grievant's request for a hearing.
- B. Shall determine and notify the grievant whether evidence needed to resolve the complaint/dispute shall be presented in writing, orally, or both.
- C. Shall conduct a hearing, at which the grievant will have the opportunity to present his/her position. When appropriate, the Panel may choose to hear from third persons. At the hearing, the Panel and the grievant may attempt to resolve the complaint/dispute.
- D. Shall, within 21 days of the hearing, (unless the complaint/dispute was resolved at the hearing) submit in writing to the Board of Directors a recommended decision.

Step 4: The Board of Directors shall (1) consider; and (2) ratify, modify, or reject the review panel's recommended decision. The Board of Directors will provide to the grievant written notice of its action. The action of the Board shall be final.

Complaint/Dispute Form

Date _____

Persons involved:

Description of the Complaint/Conflict: