



## **Employee Grievance Policy**

To ensure effective working relationships, it is important to resolve disputes before serious problems develop. Most incidents resolve themselves naturally; however, if a situation persists that an employee believes is detrimental to the employee or the school, the employee should follow the procedures described below for raising and resolving the grievance.

### **Step One**

Step One is for the employee to discuss the problem directly with the individual with whom there is a problem. However, if the employee feels that a discussion with that individual is inappropriate under the circumstances, the employee may proceed to Step Two.

### **Step Two**

If the problem is not resolved after discussion with the individual involved, the employee should notify the Principal in writing. The Principal shall then consider the facts and conduct an investigation, and may review the matter with a member of the Board of Trustees. The Principal shall promptly acknowledge receipt of the grievance, and shall respond to the employee in writing within five work days.

### **Step Three**

If the employee is not satisfied with the Principal's decision and wishes to pursue the matter further, the employee shall submit to the Board of Trustees a written summary of all concerns and the efforts that have been undertaken to resolve the matter. The Board shall then investigate and seek to resolve the matter. The Board may undertake any means it believes to be appropriate in resolving the matter, including, for example, mediation, discussions with all individuals concerned, and discussions with the Principal. After completing its investigation, the Board will notify the employee and the Principal of its decision, which will be final.

Canyon Rim Academy does not tolerate any form of retaliation against employees availing themselves of this procedure. The procedure should not be construed, however, as preventing, limiting, or delaying the Principal or the Board of Trustees from taking disciplinary action against any individual, up to and including termination, in circumstances (such as those involving problems of overall performance, conduct, attitude, or demeanor) where disciplinary action appears to be appropriate.