

POLICY: GRIEVANCE POLICY FOR STAFF

Date of Approval: June 18, 2009



PURPOSE

Wasatch Peak Academy's Board of Directors ("Board") values open communication between faculty, administration, and the Board. If a situation arises that cannot be resolved between the parties involved, then this Grievance Policy will be used. The purpose of this policy is to ensure that staff members understand how to pursue a grievance at Wasatch Peak Academy. This policy applies to the solving of (concerns and disputes) grievances concerning WPA employees.

PROCEDURE

The following steps shall be followed:

- 1) Staff members of Wasatch Peak Academy who have a complaint regarding other WPA staff members, shall voice the complaint with the other employee(s) involved and work to resolve the concern. If the complaint involves the director/principal of WPA, the complainant(s) shall first approach the director/principal and work to resolve the problem.
- 2) If the issue is not resolved at this level, individuals shall file a written complaint* with the director/principal of WPA. The Principal/Director will review and act upon the grievance and respond within 10 days after receiving the complaint. If the complaint/dispute involves the Principal/Director, the employee will follow the procedure in #3 after they have worked with the Principal/Director to address the complaint.
- 3) If the issue remains unresolved, a written complaint* shall be filed with the Chair of the Board of Directors. The Board President has ten days to review and act on the complaint providing a written response to the grieving employee. The Chairman shall report to the Board progress on the complaint at the next scheduled meeting in closed session. If the issue is not resolved with the Board President's action, it will be at the Board President's discretion to grant a hearing with the Board for the employee if further action is requested by the employee.
- 4) The Board would oversee a hearing of the complaint in the event that the Board President did not take action on the complaint. The Board decision would be directed in writing to the employee.
- 5) After appropriate intervention and/or disciplinary action have been taken either by the Principal/Director or Board President and either request an employee be terminated, termination may occur only after a majority vote of the WPA Board of Directors.

The Board wishes to emphasize that the School is an at-will employer, and this policy is not intended to modify the at-will employment relationship between the School and its employees. This policy does not confer upon any employee of the School any additional rights. Accordingly, the existence of this policy does not preclude the School from terminating any employee for any lawful reason even if the employee is pursuing the resolution of a grievance.

* Written complaints shall specify the individual(s) involved, details of the incident(s) spurring the complaint, including dates and approximate times, and details of an attempt to rectify the situation.


Dan Rip, Board President

9/10/09
Date