



## **PERSONNEL**

**5250**

### Certificated Staff Grievances

It is the Board of Directors' desire that procedures for settling certificated staff grievances be an orderly process within which solutions may be pursued. Further, that the procedures provide prompt and equitable resolution at the lowest possible administrative level. Additionally, it is the Board's desire that each certificated employee be assured an opportunity for orderly presentation and review of grievances without fear of reprisal.

### Grievance Definition

A grievance pursuant to this policy shall be a written allegation of a violation of Board approved Charter School policies.

### Grievance Procedure

A certified staff member with a grievance is encouraged to first discuss it with their immediate supervisor with the objective of resolving the matter promptly and informally. An exception is that complaints of sexual harassment or violation of any other protected status should be discussed with the first line administrator that is not involved in the alleged harassment. This attempt at informal resolution is not a required component of the grievance policy but is suggested in an effort to attempt to resolve disputes informally.

If the grievance is not resolved informally, and the grievant wishes to continue to seek to address the grievance, the grievant shall file the written grievance with the Executive Director and/or Principal. The written grievance shall state:

1. The policy or policies the employee believes were violated;
2. The alleged date of violation;
3. The actor involved in the alleged violation; and
4. The remedy requested by the employee.

The written grievance must be filed with the Executive Director and/or Principal within ten (10) working days of the date of the initial event allegedly giving rise to the grievance.

The Executive Director and/or Principal or designee of the Executive Director/Principal shall meet with the grievant and shall, at the discretion of the principal or designee, conduct whatever additional meetings or investigative activities the principal or designee believes are necessary to address the grievance.



# ALTURAS

## INTERNATIONAL ACADEMY

151 N Ridge Avenue, Idaho Falls, ID 83402 | Office: 208-522-5145 | Fax: 208-522-5147  
Office@AlturasAcademy.org | AlturasAcademy.org

Subsequent to these activities and within a period of ten (10) working days, the Executive Director and/or Principal shall provide the grievant with a written response to the grievance.

If the Executive Director and/or Principal or designee does not provide a written response to the grievance at the conclusion of ten (10) working days and no extension of this time period has been agreed to between the grievant and Principal or designee, the grievance can be advanced to the Board without written response of the Executive Director and/or Principal or designee.

Upon receipt of a written appeal of the decision of the Executive Director and/or Principal, and assuming the individual alleges a failure to follow Board policy, the matter shall be placed on the agenda of the Board for consideration not later than their next regularly scheduled meeting. A decision shall be made and reported in writing to all parties within thirty (30) days of that meeting. The decision of the Board will be final.

### Policy History:

Adopted on: October 20, 2016

Revised on: February 11, 2021