

MINA Charter School

Grievance Policy

This policy is in place to respond to a grievance by an employee or volunteer (herein after “employee”). It is expected that any employee with an issue should try to resolve the issue by using open communication with their supervisor. If an employee feels that their issue is still a concern after speaking to their supervisor and that the issue has risen to the level of a grievance then the employee may initiate the grievance procedures as described below. The goal of filing a formal grievance would be to use the process to come to an equitable solution.

Definition of a grievance: a grievance is defined as a formal written complaint by an employee stating that a specific action has violated a School policy, board policy, or law/regulation. Complaints that do not raise an alleged violation of School policy, board policy or law/regulation do not raise grievance issue and are not subject to these procedures. In addition, a grievance does not include: the non-renewal or termination of employment, disagreements on day to day operation issue, employee discipline or employee reviews. And, a grievance does not include a complaint of sexual harassment, discrimination or retaliation, which shall be handled pursuant to the Discrimination, Harassment and Sexual Harassment policy in the Employee Handbook and consistent with state or federal laws.

Time Limits: A grievance will only be heard if the complaint has been filed within fifteen days of the act that is being reported or fifteen days from the date the issue was brought to the attention of a supervisor, whichever is shorter. The fifteen-day deadline may be extended at the discretion of the Lead Administrator.

The grievance process is as follows:

Step 1: To file a grievance, an employee must submit a letter in writing (email accepted) stating the School policy, board policy or law that was violated including details of the actions and the place, date and time of the violation. The employee should make all efforts to include any details about the event that may be helpful in the decision making process. The written letter should be submitted to the Director. If the Lead Administrator is

implicated in the grievance, the grievance should be submitted to the Chair or Vice Chair of the Board of Directors or to any other Board member with whom the individual(s) feel comfortable disclosing the information.

Step 2: In response to the formal grievance, the Lead Administrator shall have up to five business days from the time they receive the formal grievance to respond to the grievance in writing. If the employee is satisfied with the decision after they receive the response from the Lead Administrator, the issue is considered resolved. The employee shall submit their satisfaction to the Lead Administrator in written form such as email.

Step 3: If the employee is not satisfied with the response from the Lead Administrator, the employee may file an appeal by submitting a letter in writing (email accepted) stating the School policy, board policy or law that was violated including details of the actions and the place, date and time of the violation. The employee should make all efforts to include any details about the event that may be helpful in the decision making process to the Board of Directors. This must be done within 5 business days of the initial response from the Lead Administrator.

Step 4: Where the grievance is filed directly with the Board as set forth above or after receiving the appeal letter, the appeal shall be considered by the Board at its next regularly scheduled monthly meeting provided such meeting is more than seven days after the filing, or the Chair of the Board of Directors may call a special meeting of the Board to consider the appeal in accordance with the School's bylaws. The Board will consider and discuss the grievance at the meeting in accordance with Open Meetings laws. Prior to the meeting, at the Board's sole discretion, the Board may conduct an investigation or gather additional information regarding the grievance, including interviews, if needed. The individual filing the grievance or appeal will attend the meeting. At that meeting the Board of Directors will

make a decision on how to handle the grievance. Any decision of the Board will be communicated to the individual who filed the grievance within five school days. The Board's decision concerning the grievance is final.

Adopted & Approved by MCS: 11/26/2019

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