

| Adopted Date | Revision Date |
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| November 19, 2019 | |

7600 - Employee Grievance

It is the Board's desire that: (1) administrative procedures for settling employee complaints and Grievances be an orderly process within which solutions may be pursued; (2) the Grievance procedure provide prompt and equitable resolution at the lowest possible administrative level; and (3) each employee be assured an opportunity for orderly presentation and review of complaints without fear of reprisal.

7601 - Uniform Grievance Procedure

Any employee who believes, due to any action by the Board or its employees or agents, that he/she has been the recipient of illegal discrimination or harassment, based on race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, or marital or family status, may file a Grievance in accordance with this policy. Any employee may file a Grievance for violations of school policy, procedures or employee handbook, or health and safety concerns, or tasks outside the employee's essential job function and for which the employee has no specialized training.

This policy does not deny the right of a Grievant to file formal complaints with other State or federal agencies, or to seek private counsel for complaints alleging discrimination or harassment.

Intimidation, harassment or retaliation against any person filing a Grievance, or participating in the investigation or resolution of a Grievance, is a violation of law and constitutes grounds for filing a separate Grievance.

It is the policy of Future Public School to process all Grievances in a fair and expeditious manner. However, in no event will a Grievance be accepted or reviewed that is submitted more than 180 days after the alleged civil rights violation or from the date the Grievant could have reasonably become aware of such occurrence.

Future Public School will maintain confidentiality to the extent required by law.

7601a - Level 1: School Official (Informal and optional – may be bypassed by Grievant)

Employees or individuals with a Grievance are encouraged to first discuss the issues with Future Public School's Human Resources Director with the objective of resolving the matter promptly and informally. However, Grievances under this section may also be discussed with the Administrator not involved in the alleged discrimination or harassment.

7601b - Level 2: Administrator or Human Resources Director

If an employee feels that a Grievance was not satisfactorily resolved at Level 1, or elects to bypass Level 1, he/she may file a written, signed statement of the Grievance with the Human Resources Director. The statement must fully set out the nature of the Grievance and the remedy requested, and include the signature of the Grievant and the date.

The Human Resources Director has the authority to investigate all written Grievances. If possible, the Human Resources Director will resolve the Grievance. If the parties to the Grievance cannot agree on a resolution, a written report of the investigation will be prepared by the Human Resources Director and contain:

1. A clear statement of the allegations of the Grievance and the remedy sought;
2. A statement of the facts as contended by each of the parties;
3. A statement of facts as found by the Human Resources Director and identification of evidence to support each fact;
4. A list of all witnesses interviewed, and documents reviewed, during the investigation;
5. A narrative describing attempts to resolve the Grievance; and
6. the Human Resources Director's conclusion as to whether the allegations in the Grievance has merit.

If the Human Resources Director believes the Grievance is valid, he/she will recommend appropriate action.

The Human Resources Director will complete the investigation and file a report within sixty (60) days after receipt of the written Grievance. By mutual consent of both parties, this time can be extended. A summary report will be sent to the parties of the Grievance consistent with confidentiality requirements of federal and State law. The recommendation(s) of the Human Resources Director will be implemented.

7601c - Level 3: Board of Directors

If either party is not satisfied with the recommendation(s) by the Human Resources Director, either party may make a written appeal to the Board within ten (10) days of receiving the Human Resources Director's summary report. The Board may assign a panel of Directors, faculty and/or other designees, to review the appeal. Within fifteen (15) days of receipt of the appeal, the panel will review the Human Resources Director's recommendation(s) and may hear and consider any additional information that may exist regarding the allegations. If a Board member has been involved in any of the previous steps, that individual will not participate in the review of the appeal. Within ten (10) days of convening, the panel will issue a decision regarding their findings. The decision will be submitted to the Human Resources Director and the parties of the Grievance. Upon approval of the Human Resources Director, the decision will be implemented.

The decision of the panel and Human Resources Director, regarding implementing the decision, is a final decision and is not appealable, except that the Grievant may, in writing, request that the Board review the record of the Grievance procedure to ensure that Board policy, as set forth in this document, has been followed. The Grievant is not precluded from filing complaints at any time during or after the Grievance process with State or federal agencies.

7602 - Timelines

The timelines set forth in this policy may be waived at the discretion of the Chairperson of the Board or the Administrator if such waiver is determined to be in the best interest of the individuals involved.

7603 - Employee Actions

All employees of Future Public School will be responsible for acting in accordance with this policy.

7604 - Review and Prevention

The Human Resources Director will review the Grievance in relation to current Future Public School policies and practices to determine if there are steps which Future Public School should take to prevent a recurrence of a similar type of discrimination or harassment.