

WAKE PREPARATORY ACADEMY

EMPLOYEE GRIEVANCE POLICY

The Board of Directors for Wake Preparatory Academy seeks to provide school employees a reasonable and effective way to address problems and resolve disputes that may arise in the workplace. It is expected that employees will first try to resolve issues 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 utilize the grievance procedures as described below. The goal of filing a formal grievance is to use the process to reach an equitable solution. Every effort shall be made by all parties to resolve grievances informally and at the lowest level of administration.

1. Definitions.

- a. Grievance - a formal written complaint by an employee that a specific action has violated a School policy, Board policy, law or regulation. Complaints that do not raise an alleged violation of a School policy, Board policy, law or regulation, do not constitute a grievance and are not subject to these procedures. In addition, a grievance does not include a complaint of harassment, discrimination or retaliation which shall be handled pursuant to other applicable Board policies and consistent with state and federal laws.
- b. Employee – a person employed at Wake Preparatory Academy.
- c. Day – unless otherwise indicated, day means a weekday excluding Saturday, Sunday, and holidays.

2. Time Limits. A grievance will only be heard if it is submitted within thirty (30) calendar days after the act that is being reported. This 30-day limitation may be extended at the discretion of the School Director.

3. Grievance Process.

Step 1: The employee must submit the grievance in writing stating the School policy, Board policy, law or regulation that was violated including details of the action 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 grievance should be submitted to the School Director. If the School Director is implicated in the grievance, the grievance should be submitted to the Executive Director of Charter One. The Executive Director will then notify the President or Vice-President of the Board of Directors.

Step 2: The School Director will hold a meeting with the employee within five (5) days of receiving the grievance. The School Director will provide the employee a written response to the grievance within five (5) days after the meeting. If the employee is satisfied with the School Director's decision, the issue is considered resolved. The employee will notify the School Director in writing that the grievance has been resolved.

Step 3: If the employee is not satisfied with the decision of the School Director, the employee may submit an appeal to the Executive Director of Charter One. The appeal must be submitted in writing to the Executive Director within five (5) days of the response from the School Director.

Step 4: If the employee is not satisfied with the decision of the Executive Director, the employee may submit an appeal to the Board President. The appeal must be submitted in writing to the Board President within five (5) days of the response from the Executive Director.

Step 5: Where the grievance is submitted directly to the Board as set forth above or after receiving an appeal, the Board shall consider the matter at its next regularly scheduled meeting, provided such meeting is more than seven days after the submission of the grievance/appeal by the employee. The Board will consider the grievance at the meeting in accordance with its Bylaws and the North Carolina Open Meetings Law. Prior to the meeting, at the Board's sole discretion, the Board may conduct an investigation or gather additional information regarding the grievance. The employee may attend the board meeting. The Board will review the written documentation including the decision of the School Director and will issue a final written decision within fifteen (15) days of receiving the grievance or appeal. The Board's decision concerning the grievance is final.

No reprisals of any kind will be taken by the Board or by a school employee against any employee or other person because of his or her participation in a grievance filed and decided under this policy.

Resources used for this Policy:

Charter Application (p. 40-41)

DPI Training Materials (from Ready to Open Framework)