

LINCOLN ACADEMY EMPLOYEE

CONFLICT RESOLUTION POLICY

Effective March 1, 2021

Purpose: Lincoln Academy

Lincoln Academy strongly believes that the most effective course to address workplace concerns is directly with the party or parties involved. Employees are strongly encouraged to work individually with their colleagues to resolve disputes. This supports Lincoln Academy's goal of modeling respect and collaboration even amongst those with differences. Lincoln Academy also recognizes that, in some instances, employees may have unsuccessfully endeavored to resolve their concern or feel unable to speak to the relevant party or parties. At that point, they may elect to make a formal grievance.

Scope:

This policy refers to workplace complaints, problems or concerns of any employee at Lincoln Academy, regardless of position or status. For employees of Lincoln Academy who have complaints, problems or concerns regarding their child, who is a student at the school, please refer to the Parent Grievance Policy.

Goals:

Lincoln Academy's goals regarding this Conflict Resolution Policy are as follows:

- Maintain a formal grievance procedure that employees may pursue when other avenues have been exhausted
- Communicate the procedure so that it is received and understood by all employees
- Treat all employees who file formal grievances equitably
- Preserve confidentiality when possible
- Ensure that all grievances are addressed and resolution reached whenever possible
- Maintain accurate and complete records of all formal grievances
- Respect the anti-retaliation policy anytime a grievance is filed

Definition:

Employees may occasionally have a complaint, problem, or concern regarding their workplace, job, or colleague relationships. These are best addressed with the party or parties directly involved. Lincoln Academy defines a grievance as a more formal process where the complaint, problem or concern is escalated. A grievance may be filed by notifying the Employee Relations Representative of the need for escalation. The Employee Relations Representative may also be contacted when an employee is seeking guidance or support in resolving a concern independently with the parties or parties involved. If resolution is still not reached with the Employee Relations Representative, the employee may go to the Principal or Executive Director.

Employees may file formal grievances for any of the following reasons:

- Workplace harassment
- Health and safety
- Supervisor behavior
- Adverse changes in employment conditions

While this list is not exhaustive, Lincoln Academy believes that most concerns can be resolved without the need to file a formal grievance.

Filing a Formal Grievance:

Employees who wish to file a formal grievance are expected to contact the Employee Relations Representative before further escalating the matter to the Principal or Executive Director.

Formal grievance process expectations:

Employees who face allegations from a formal grievance can expect the following:

- To receive a copy of the allegations against them
- The opportunity to respond to the allegations against them within a period of 15 calendar days after receipt of the allegations
- A thorough review of the allegations against them by the Employee Relations Representative, Principal or Executive Director
- A thorough review of their response to the allegations by the Employee Relations Representative, Principal or Executive Director
- To receive a copy of the decision regarding the allegations, as well as notice of any additions to their personnel file or disciplinary actions taken

Lincoln Academy expects the following of all employees in regard to formal grievances:

- To treat all employees who file grievances equitably
- To withhold judgment and remove assumptions about all parties involved without regard to personal opinions or alliances
- To preserve confidentiality as much as possible
- To recognize that, depending on the severity of the allegations, informal or formal grievances may be escalated and/or an investigation initiated even when confidentiality is requested
- To strictly adhere to Lincoln Academy's strong stance against retaliation for those coming forward with a grievance, as well as those supporting them in bringing forth their grievance

Grievances filed with the Board or involving a Board Member:

A formal grievance is to be filed with the Board only as a last resort. As such, addressing a grievance with the Employee Relations Representative, as well as the Principal and/or Executive Director is required before escalating to the Board.

As Lincoln Academy is a public body covered by Colorado open meeting and records laws,

pursuing a grievance before the Board may reduce privacy or confidentiality. The Board, within its policies and bylaws, may take any number of actions, or none at all, regarding the formal grievance, depending on the specifics and gravity of the formal grievance. If the grievance involves a Board member or members, the Board members involved will refrain from voting on any resolution or action in the matter.

This conflict resolution policy is intended to outline how employees can voice their concerns in a constructive way. Lincoln Academy is committed to providing a respectful and collaborative environment for all employees. Filing a formal grievance is always to be viewed as an option of last resort.

For any questions regarding this policy, please contact Lincoln Academy's Employee Relations Representative.

Acknowledgement

I acknowledge that I have received a copy of the new conflict resolution policy. I understand that it is my responsibility to read and understand this policy. I also understand that questions regarding the policy may be directed to my supervisor or the Employee Relations Representative.