

ISAAC General Concerns Process for Personnel

The Interdistrict School for Arts and Communication (“ISAAC”) encourages faculty and staff to share concerns, as well as suggestions for improvement, with ISAAC leadership. The below process is meant to foster an open channel for communication so that issues can be addressed promptly and in a manner focused on continuous improvement and supporting a positive school climate.

The General Concerns Process for Personnel is available to faculty and staff who wish to address issues (such as employee relations matters and conflict resolution) that fall outside the realm of ISAAC’s non-discrimination policies and procedures and grievance procedures. If faculty and/or staff would like to file a complaint alleging potential discrimination, they should follow the policies and procedures made available to them in the relevant Board policy and regulations concerning Non-Discrimination; Prohibition of Sex Discrimination, Including Sex-Based Harassment; and/or Section 504/Title II of the Americans with Disabilities Act. In addition, teachers who believe that there has been a violation, misinterpretation, or misapplication of a specific term of the relevant collective bargaining agreement (“CBA”) should follow the grievance procedure outlined in the teachers’ CBA.

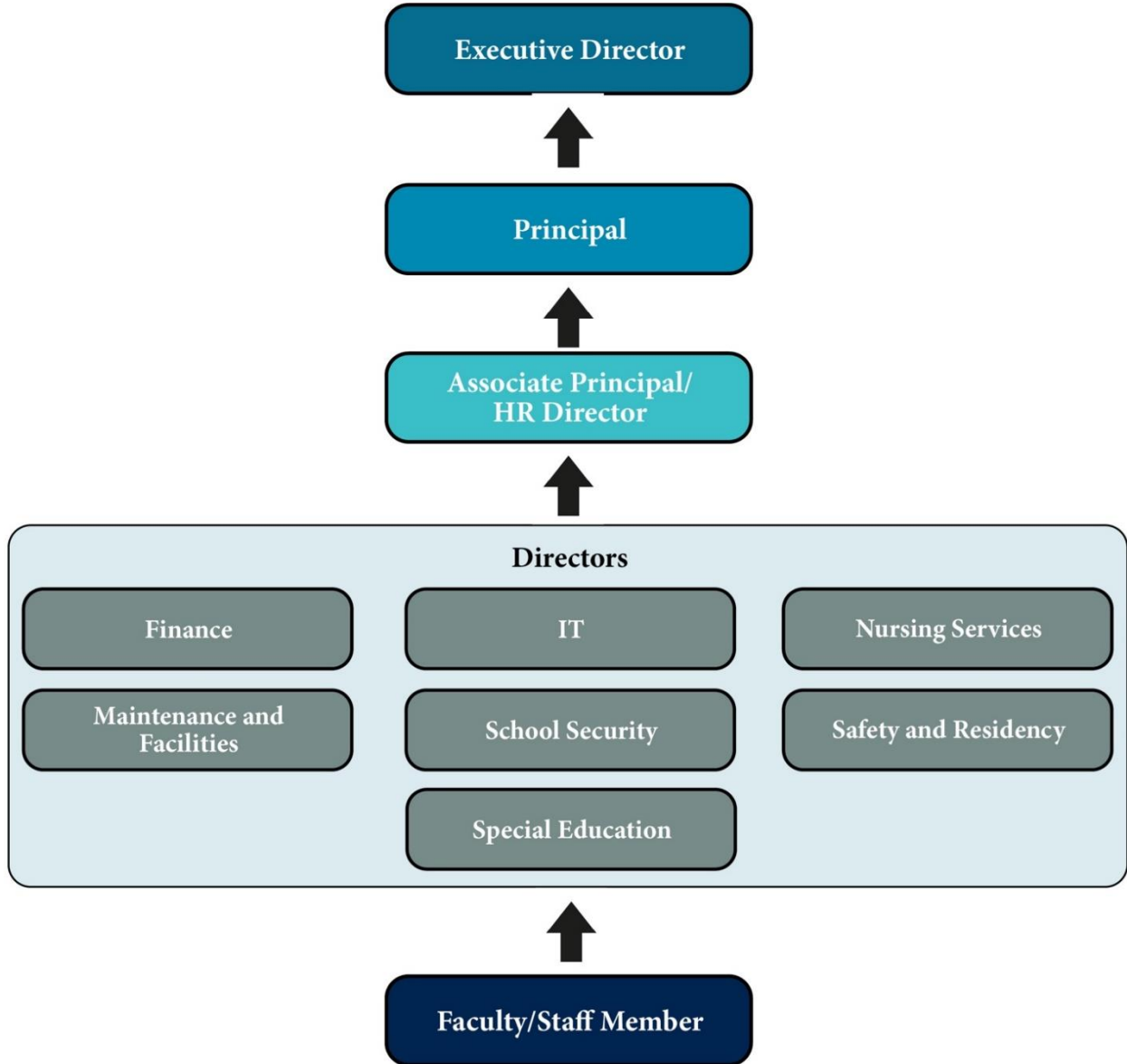
For all other issues, faculty and staff are encouraged to make their first contact with the appropriate member of the leadership team, depending on the topic of concern. Thus, a faculty or staff member may raise their concerns with any of the following individuals, as relevant and appropriate: Director of Finance, Director of Information Technology (“IT”), Director of Nursing Services, Director of Maintenance and Facilities, Director of School Security, Director of Safety and Residency, or Director of Special Education. The employee may submit a concern in writing and/or request to meet with the relevant member of the leadership team, who will work to resolve the issue promptly.

If the situation remains unresolved, the faculty or staff member may raise the issue with Tanya Collins, Associate Principal/HR Director; William Linski, Principal; and/or Dr. Nicholas Spera, Executive Director, in that order. The employee may submit a concern in writing and/or request to meet with the relevant administrator, who will work to resolve the issue promptly.

If, at any time, the faculty or staff member feels uncomfortable raising a concern with their direct supervisor or another administrator identified in the general line of progression, the employee may bring the issue to the attention of another administrator and/or use an alternate pathway for raising workplace issues, such as raising the issue through the Principal Advisory Committee.

General Concerns Process for Personnel – Flow Chart

While the general line of progression is outlined below, a faculty or staff member may “skip” any step in the process if their concern lies with an individual in a particular position.



If, at any time, it becomes evident that the concern raised through this process should be handled pursuant to another ISAAC Board policy or procedure, the reviewing administrator will provide the relevant Board policy and/or procedure to the employee and take any other steps as may be appropriate.