Sec. 1. GUIDING PRINCIPLES

Tejano Center for Community Concerns values the opinions of all its employees. Employees have the right to express their views through appropriate informal and formal processes.

a) *Informal Process*

The Board encourages employees to discuss their grievances and complaints through informal meetings with their supervisor or Principal, or other administrator with authority to address the grievance or complaint. Grievances and complaints should be expressed as soon as possible to allow early resolution at the lowest possible administrative level.

b) *Complaint Procedures*

The Superintendent or designee shall develop a detailed employee grievance/complaint process; this grievance/complaint process shall recognize the Board's final authority to hear or decide employee grievances or complaints. The grievance/complaint process shall not be construed to create new or additional rights beyond those granted by law or Board policy, nor to require a full evidentiary hearing or "mini-trial" at any level.

The Superintendent or designee shall ensure that the detailed employee grievance/complaint process is made available to employees through the Employee Handbook.

c) *Board Consideration of Employee Complaints and Grievances*

The Board shall retain final authority to hear or decide employee grievances/complaints. *19 TAC 100.1033(b)(14)(C)(i)*.

The Board may conduct a closed meeting when hearing or deciding an employee grievance/complaint as allowed by applicable law. *Gov't Code Ch. 551, Subch. D.*

d) *Freedom from Retaliation*

Neither the Board nor any Raul Yzaguirre Schools for Success ("RYSS") employee shall unlawfully retaliate against an employee for bringing a grievance or compliant.

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