

Grievance Policy

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Definition of Grievance

For the purpose of this policy a "grievance" is a dispute concerning the terms and conditions of ones employment at Renaissance Academy resultant of any administrative decision which the employee claims violates a specified state law, federal law, administrative rule or Renaissance Academy personnel policies or practices.

Informal Resolution

Open communication is requisite to resolving any dispute. Employees should first seek to resolve any complaint informally by discussing it with their immediate supervisor. If such a discussion does not resolve the matter and the employee believes that their complaint rises to the level of a grievance as defined herein, the employee may seek an equitable solution by filing a formal grievance as described below.

Formal Grievances

Time Limitation

No grievance shall be heard unless the employee files a written petition within thirty (30) calendar days of the act or condition giving rise to the grievance. A valid petition must be compliant with all requirements and conditions of this policy. The formal grievance process has three levels of redress.

Level One

The grievant's written petition to their supervisor must include the following: reference to the specific law, policy, or regulation alleged to have been violated, a detailed account of any facts and circumstances that support the allegations made in the petition and an explanation of the specific remedy or relief being requested. The supervisor shall make every reasonable effort to provide a written response to the employee's grievance within five (5) business days of receiving the completed grievance form.

Level Two

If the employee is not satisfied with the decision rendered at Level One, the employee may appeal to the Executive Director or designee. The employee shall file a written appeal specifying with particularity the basis for the appeal request. The employee shall file the appeal with the Executive Director or designee within five (5) business days of receiving the supervisor's written response to their grievance.

The Executive Director or designee shall make every effort to schedule a meeting with the

employee, for the purpose of resolving the grievance, within fifteen (15) days of receipt of the written request for appeal. If the Executive Director or designee determines that additional time is needed to develop the factual record, the grievance may be put on hold for thirty (30) days (or longer if by mutual written agreement) to allow additional time for investigation. Either party may call witnesses at the grievance meeting to help resolve the matter.

The Executive Director or designee shall make every reasonable effort to send written notice of the decision to the grievant and the supervisor involved within five (5) days of the meeting.

Level Three

If any employee is not satisfied with the decision rendered at Level Two, the employee has the right to file a written appeal with the Renaissance Board of Directors within five (5) days of receiving the Executive Director's decision. The written petition must contain the following information: a copy of all previous petitions and appeals, a statement as to the grounds for appealing the decision of the Executive Director. Valid justifications for a level three appeal are identified below in items A-D.

Upon receipt of the appeal, the Board will request a written rebuttal from the Executive Director. Upon receipt, the Board will provide all parties a written response to the petition within five (5) business days. The response will either affirm the decision of the Executive Director or grant an appeal hearing of the petition. If a hearing is granted, the Board chair will appoint a committee of not fewer than two (2) members of the Board to adjudicate the dispute.

The committee shall make every reasonable effort to meet and consider the appeal within twenty (20) calendar days of the decision to hold a hearing. Reasonable notice of the appeal hearing will be given to the parties involved. No new evidence, written or verbal, may be presented at the hearing without the prior knowledge and consent of both parties or upon a majority vote of the hearing committee. Each party may make a brief oral presentation to the committee to summarize their position. The appeal hearing shall be held in closed session. However, the proceedings may be recorded at the discretion of the Board chair.

The Board committee has the option to affirm, reverse or modify the decision of the Executive Director. The Executive Director's Level Two decision will be reversed only if the decision was:

- A. in violation of state or federal law
- B. in excess of statutory authority or board governance policies
- C. unsupported by substantial evidence in view of the entire record as submitted
- D. arbitrary or capricious

As used in this policy, substantial evidence is defined as: sufficient relevant evidence as a reasonable mind would deem adequate to support a conclusion.

The decision of the committee shall be final. The committee shall make every reasonable effort to provide their written findings to both parties within five (5) business days of the hearing.