
G-113: Grievance Adjustment

Approved by: Governing Council

Effective Date: June 13, 2005

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Reviewed On: March 23, 2026

POLICY:

East Mountain High School will strive to resolve and secure equitable solutions to conflicts through grievance adjustment procedures that ensure that all employees may bring legitimate grievances to the appropriate level of authority.

PROCEDURES:

The Governing Council encourages full and open communication about work-related concerns between employees and supervisory personnel at all levels. The Executive Director and others having supervisory responsibilities shall strive to foster an atmosphere of mutual respect and concern in which employees' job-related complaints can be raised and resolved informally, whenever possible. When that is not possible, East Mountain High School offers a process by which an employee can bring a legitimate complaint or dispute to the appropriate authority in order to secure a fair and equitable solution.

A complaint shall be an allegation by an employee that the treatment s/he received is a violation of a school policy, rule, procedure or practice that directly and adversely affects the employee.

When the employee believes that he or she is the victim of discrimination or harassment on the basis of a protected category, such as race, color, national origin, religion, sex, et al., please refer to **Policy A-003 –Non-Discrimination**.

COMPLAINT PROCEDURE

STEP I – Complainant

- A.** All complaints should first be brought forward to the employee's immediate supervisor. If a satisfactory solution cannot be reached with the immediate supervisor, the employee may present their complaint of grievance to the Executive Director. If a solution is still not found to be satisfactory, then the employee may file a grievance to the Governing Council.
- B.** If an employee wishes to file an official grievance at this point, the employee may inform either the Executive Director or the Chair of the Governing Council in writing. The complainant should provide written detailed information, including what, how, where, when, and identification of anyone else present. The complainant shall also list the relief s/he is seeking.
- C.** The Governing Council Chair or designee will investigate the complaint, which investigation will include the interviewing witnesses and persons who have information regarding the matter. The Executive Director may discuss the issue with the offending party before suggesting a resolution to the grievance. The Executive Director may also suggest a mediation session between the complaining party and the alleged offender. To the extent reasonably feasible, the complaint and investigation should be kept confidential.
- D.** The Executive Director will make a decision regarding the complaint, attempt to reach a satisfactory resolution, and if appropriate, take disciplinary action against any violator of school policies.
- E.** The Executive Director will respond to the complainant with a written decision.
- F.** When the Executive Director is the subject of the complaint, the complainant may exercise an option to start this complaint procedure at STEP II-B by submitting a written complaint (as described in STEP I-A) directly to the Governing Council Chair.

STEP II – Employee and Grievance Committee

- A.** If, within five (5) days of the complainant's entering STEP I, the grievance is not resolved informally to the satisfaction of the complainant, the complainant may make written request for a hearing before a Grievance Committee. This hearing request must be made within ten (10) days of presentation of the complaint/grievance to the Executive Director. If a written request is not timely submitted, the grievance shall be considered resolved.
- B.** If timely submitted, the Governing Council chairperson/designee will a) appoint a three-person Grievance Committee and b) schedule a closed hearing with the complainant to be held within ten (10) days of the request before the Grievance Committee. Prior to the scheduled hearing, the Grievance Committee will meet to determine which items are appropriate for it to hear and deliver this determination to both parties. At this hearing both parties should be present. The complainant should proceed first to present his/her complaint, witnesses and evidence, and the resolution requested. Then the Executive Director has an opportunity to respond to the allegations giving his/her reasons for the manner in which the policy or school procedure was handled, and offering such information, testimony, and evidence as she/he deems relevant. Neither the complainant nor the Executive Director/designee shall bring a lawyer or other representative to the hearing.
- C.** The Grievance Committee shall give a written decision to the Executive Director and the complainant within five (5) days of the hearing.

STEP III – Employee and Governing Council

- A.** If a) an Employee and Grievance Committee hearing is not held within ten (10) days of the request, or b) a written decision is not given by the Grievance Committee in five (5) days from the hearing, or c) the resolution is unsatisfactory to either the complainant and/or the Executive Director, then either the complainant or the Executive Director may appeal to the Governing Council by submitting a written notice of appeal to the Council chair within five (5) days of the conclusion of STEP II.
- B.** The hearing before the Governing Council will be held in closed session at the next regular Council meeting at least five (5) days after the notice of appeal. Although the complainant and the Executive Director/designee may each be accompanied by a person of their choice, neither the complainant nor the Executive Director/designee shall bring legal counsel to the hearing. The complainant or representative shall present his/her complaint/grievance and the resolution requested. The Executive Director/designee may offer such information and testimony as the Executive Director/designee deems relevant. All witnesses may be questioned by the Governing Council, the complainant or his/her representative and by the Executive Director/designee or his/her representative. The Governing Council may consider only such evidence as is presented at the hearing and need consider only such evidence as it considers reliable. No record shall be made of the proceeding.
- C.** The Governing Council will provide a written decision to the complainant and Executive Director within fifteen (15) days of the hearing. The decision of the Governing Council is final.

SITUATIONS NOT COVERED BY COMPLAINT PROCEDURES:

1. The discretionary act(s) of professional judgment related to the employee's work performance by his/her designated evaluator (s).
2. A personnel decision made by the Executive Director or Principal including, but not limited to, a termination or discharge or other action directly and adversely affecting the employee's employment status that is subject to redress through provisions of State law and regulation.
See G-014 procedures.
3. Situations in which the Executive Director or Governing Council are without authority to act or where the power to remedy the employee's concern resides exclusively with some person, agency or authority other than the Council.
4. Situations as to which a different procedure for remedy has been provided by the Governing Council or where State or Federal authority prescribes procedure.