

Date Policy Adopted: 8-3-06  
CMCA – GBA

CHEYENE MOUNTAIN CHARTER ACADEMY  
POLICY: CMCA-GBA

POLICY: GRIEVANCE POLICY

## STAFF COMPLAINTS AND GRIEVANCES

It is the board's desire that a formal process be implemented for settling differences both promptly and equitably at the lowest possible administrative level and that each employee be assured an opportunity for orderly presentation and review of complaints without fear of reprisal.

Therefore, we ask all CMCA employees to follow this process:

Before an employee in a supervisory role listens to a complaint regarding a supervised employee, he will ensure the complaining party has discussed the issue with the employee and will hear both sides before acting on the complaint. Discussion regarding a personnel issue with someone not in a position of authority is gossip and is not acceptable.

It is encouraged that if both parties cannot resolve the issue, each will write up his understanding of the issue and how it should be resolved. These write ups will be retained and forwarded to the next level of authority until they have resolve. This process will continue until the issue has been resolved or rejected by the next level of authority. The CMCA levels of authority are: board, executive director, principal, lead teacher, teacher, instructional aides.

**It is expected that no member of the staff, the administration, or the board allow a parent to complain directly to them about another staff-member without going through this process.**

In the event that a supervisor hears a complaint about a supervised employee, he will immediately do one of the following:

- 1) Direct the complainant to talk with the individual involved or
- 2) Involve the employee about whom the complaint was made.