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| Book    | BYLAWS AND POLICIES  |
| Section | 3000 CERTIFIED STAFF |
| Title   | EMPLOYEE COMPLAINT   |
| Code    | 3340                 |
| Status  | Active               |
| Adopted | November 17, 2020    |

It is the desire of the Board to provide a process whereby every employee has the opportunity to seek remedy for any complaint relating to the terms or conditions of employment.

The procedure must be accessible to all employees with the following exceptions:

- A. An employee with a complaint covered by a grievance procedure established under a collective bargaining agreement with any employee unit.
- B. Complaints for which procedures are specified by law.
- C. Complaints alleging discrimination in employment on the basis of race, gender, sexual orientation, religion, national origin, age, or handicap, which is covered by a separate Board policy.
- D. An employee in the probationary period or in an on-call or as-needed position.

The process **MUST** provide at least two (2) levels of appeal, if requested, to be conducted by impartial hearing officers. The complainant must be given the opportunity to request a review of the CEO, Executive Director's determination. If a review is requested, the CEO, Executive Director, in his/her sole discretion, may refer the matter to arbitration or to the Board. The Board may, in its

discretion, either grant or deny the request for a hearing based on its review of the record.

The CEO, Executive Director shall establish a detailed procedure and design a standard form whereby any employee will be given the opportunity to file a complaint in a formal manner. The procedure will include a timely schedule for responding to the complainant in writing at each step of the process.

The complaint forms can be accessed on the Edison School of the Arts website. The CEO, Executive Director shall initiate the necessary directives to see that all employees are made aware of the opportunity to use this procedure and the conditions that prevent an employee from using this procedure.