



# OGDEN PREPARATORY ACADEMY

## Official Policy

### 6. Human Resources

#### 6.09.POL Grievance Policy (Staff)

Effective/Revision Date: 08/14/2012

Page 1 of 3

### PURPOSE

The purpose of this policy is to ensure staff members understand how to pursue a grievance at Ogden Preparatory Academy (OPA). The following policy applies to the redress of grievances concerning the personnel of Ogden Preparatory Academy.

### POLICY

It is the expectation of the School that employees shall communicate professionally and civilly with colleagues and school personnel.

Furthermore, it is the expectation of the School that employees will resolve grievances with colleagues and school personnel with civility, and in accordance with board and school policies.

If an employee you have a concern with a teacher or any staff member of OPA, the following steps shall be followed:

1. Items involving teachers, staff members, or administration must first be addressed with the individual(s) directly involved.
2. If the employee you is not satisfied that the feel the issue is not adequately addressed or resolved at this level, then the employee you may address their your concern with the administrator who is the direct supervisor of the OPA employee involved.
  - a. That administrator is considered a neutral mediator and is responsible to meet with all involved parties including the teacher or staff member involved.
  - b. After meeting with all parties the administrator may facilitate a group meeting with all involved parties where a decision will be made. If necessary, the administrator may consult with the Board and where necessary a decision will be held until the entire Board can meet to make a decision.
3. If the grievance involves a member of administration, the employee shall present their concern to the HR Director or the Building Principal.

4. If the issue remains unresolved, ~~or the specific issue concerns the administration,~~ a written complaint must be filed with the Board of Directors by sending an email to all members of the Board of Directors through [board@ogdenprep.org](mailto:board@ogdenprep.org).
  - a. Once an issue or complaint is sent to the Board, the Board ~~Chair~~ **president** may assign another member of the ~~B~~board to take charge and mediate the issue.
  - b. That Board member is considered a neutral mediator and is responsible to meet with all involved parties including the teacher, staff member or administrator involved.
  - c. After meeting with all parties the Board member may facilitate a group meeting with all involved parties, where a decision will be made. If necessary, the Board member may consult with other members of the Board and where necessary a decision will be suspended until the entire Board can meet to make a decision.
  - d. All issues that have come up during the time since the last Board meeting will be reviewed by the assigned Board member for the benefit of the entire Board of Directors.
5. Written summaries, prepared by the assigned mediator (Board member or administrator) as well as all supporting communications or documentation will be retained ~~by the Board~~ as record of grievance activities and audit purposes. These summaries will include the initial complaint, the name of the person initiating the complaint, the OPA employee or Board member involved, the name of the mediator, record of all meetings held as well as the resolution or action taken. ~~All records will be retained for three (3) years.~~ **records will be retained permanently in the employee's personnel file.**

#### PROHIBITION OF HARRASSMENT, DISCRIMINATION, BULLYING OR RETRIBUTION

The procedures and rights of the School's Harrassment and Discrimination Policy shall apply to any grievance determined to be governed by the Policy.

~~ROPA, its Board of Directors, administrators and staff have adopted a no tolerance bullying policy for the students of the school. In a similar fashion,~~ retribution of any kind towards anyone utilizing this **grievance** process to express their concerns will be considered bullying and will not be tolerated. Any employee of OPA determined to be acting **in a retributive manner** ~~thusly~~ may be subject to immediate disciplinary action.

#### Document History

Approved: 08/14/2012

#### Legal References

<b>6.09.POL Grievance Policy (Staff)</b>	
Effective/Revision Date: 08/14/2012	Page 2 of 3

**6.09.POL Grievance Policy (Staff)**

Effective/Revision Date: 08/14/2012

Page 3 of 3