

POLICIES PERTAINING TO OUR EMPLOYEES

EMPLOYEE COMPLAINTS, CONCERNS & GRIEVANCES

Employee Complaints, Concerns & Grievances:

Except for sexual harassment complaints where the supervisor is the subject of the complaint, all employees shall first bring their work-related complaints or concerns to their immediate supervisor. Complaints or concerns which are not resolved at the supervisory level may be brought to the attention of the Executive Director within 15 days of the day the employee knew or should have known of the complaint. The complaint or concern addressed to the Director must be in writing, must be specific, and where possible, suggest a resolution. The Director shall attempt to respond to all written complaints or concerns within 10 days of the receipt of the written complaint.

Employees who are dissatisfied with the response of the Director may make their complaint known in writing to the Board of Directors. The complaint shall be directed to the President of the Board of Directors, shall include a copy of the written complaint to the Director, and the Director's response. A copy of the complaint shall also be delivered to the Director. The President of the Board of Directors shall, at the next regular meeting of the Board, provide a copy of the complaint record to all Directors. Any action of the Board of Directors regarding the complaint shall be taken in compliance with the Open Meetings Act

Whistleblower Grievances:

Employees shall not suffer any adverse personnel action for having reported, in good faith, a violation of law or policy to an authority in a regulating, enforcing, investigating, or prosecuting branch of state or local government. Employees who believe that an adverse personnel action was taken in violation of this policy shall take immediate steps to have that action reviewed under the school grievance or employee complaint process. The School shall post a notice in a prominent place in the workplace as prescribed by the Attorney General advising employees of their Whistleblower rights.

Communication:

The Executive Director assumes responsibility for the leadership that will enable the Pineywoods Community Academy to fulfill its educational mission.

Working in a smaller school environment with a limited number of students provides the opportunity to communicate often with the Executive Director, other staff members, and parents. We believe that everyone benefits from the ongoing sharing of ideas and daily problem solving with others that are striving for the same goals. Pineywoods Community Academy will do its best to create a positive, challenging, and rewarding environment for each employee.

Date Adopted: _____