

Staff Concerns/Complaints/Grievances

Employee Grievance Procedure

An employee may choose a person to assist him or her at any step of the grievance procedure. Individual or group grievances of employees shall be resolved as follows:

Step 1: The grievance shall first be presented in writing on forms provided by the charter school to the persons having direct administrative or supervisory responsibility over the work of the employee involved in the grievance. The hearing officer shall render a written decision within 10 working days. The employee may choose a person to assist at any step of the grievance procedure.

Step 2: If the grievance is not solved in Step 1, the employee then may present the grievance to the administrator who shall conduct a hearing within 10 working days of receipt of the report from Step 1 and shall render a written decision within 10 working days of the hearing.

Step 3: If the grievance is not solved at Step 2, the employee may request a hearing before the Charter Board, which will be held within 15 working days of receipt of the report of Step 2. The decision of the Charter Board shall be final and shall be made in writing within 15 working days of the hearing.

Notwithstanding the steps of the grievance procedure described above, an employee may discuss any problem at any time with the administrator in the school system.

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Lake George Charter School

