



Monument Academy

Board of Directors Governance and Policy

Policy Area: Governance	Policy #: 1518A
Title: Staff Grievance and Conflict Resolution	Adopted: September 9, 2009 Revised: January 9, 2014 Revised: June 15, 2017 Revised: September 10, 2020

Issue Statement

Monument Academy is interested in achieving and fostering both employee and student/family satisfaction. The following procedures were developed to ensure that employee grievances are addressed fairly by the appropriate persons in a timely manner. Monument Academy prohibits discrimination against its employees and against its student/families on the basis of disability, race, creed, color, gender, sexual orientation, national origin, religion or ancestry.

Policy Statement

Whenever there is some issue that is of concern to a staff member, our school operationally addresses staff grievances and conflict with the use of the following conflict resolution process:

Step 1: Whenever reasonably possible, initiate and have a conversation with the person involved.

Step 2: After attempting to resolve the issue with the person involved, if further resolution work is needed, a grievance should be presented in writing to the persons having direct administrative or supervisory responsibility over the accused employee, or in the case of a Principal, to the Chief Operating Officer (COO), or in the case of the COO to the Director of Human Resources.

The written grievance shall be completed on the Formal Grievance Form (Attachment A to this policy), and should:

- (1) explain the specific incident that is the subject of the grievance in concise detail;
- (2) include a description of prior attempts to resolve the matter and the results of these attempts;
and
- (3) discuss the reasons why the employee is not satisfied with the prior results.

The supervisor, administrator, or Director of Human Resources shall render a written decision within 10 working days of written notification. The decision-maker may investigate the situation as needed.

Step 3: If the grievance is not solved at Step 2, the employee may present the written grievance for review to the Monument Academy Board of Directors, which will hold a hearing within 15 working days of receipt of the report from Step 2. The Board's review of the grievance may be held in executive session at the request of the employee, the COO or the Board. The decision of the Board shall be final and shall be made in writing within 15 working days of the Board's review.

Monument Academy supports robust and free exchange of issues and concerns. Therefore, use of this policy for consideration of genuine grievances shall not be construed as retribution or retaliation. Further,

Monument Academy shall employ consistently the principles listed in the Grievance Procedure of the Employee Handbook.

Related Documents

Monument Academy Bylaws
Monument Academy Employee Handbook
Attachment A (Formal Grievance Form)

Points of Contact

The following positions shall serve as points of contact for the enforcement of this policy:
President of the Board of Directors, the COO or the Director of Human Resources.



Monument Academy

Monument Academy Formal Grievance Form

All items in Section A should be completed by the grievant employee. This form should then be presented to the supervisor of the accused employee.

Section A

Name/position of grievant: _____

Date(s) alleged grievance occurred: _____

Building or department where alleged grievance occurred: _____

Supervisor in charge of grievance: _____

Specifically, my grievance is: _____

The relief I seek is: _____

I hereby petition for resolution of my grievance within 10 working days of the date at the top of this section. I agree to participate in an investigation and/or hearing if the supervisor believes it necessary.

Grievant Employee Signature

Date

This section is to be completed by the supervisor and a copy sent to the Chief Operating Officer and the Director of Human Resources.

Date grievance form received: _____

Date and place of hearing, if any: _____

Decision of supervisor and reasons therefore: _____

Supervisor name and signature

Date

I accept the above decision by the supervisor.

I reject the above decision and refer the grievance to Step 2.

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Grievant Employee Signature

Date

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This section is to be completed by the Chief Operating Officer, or the Director of Human Resources if applicable.

Date grievance form received: _____

Date and place of hearing, if any: _____

Decision of supervisor and reasons therefore: _____

COO or Director of Human Resources Signature

Date

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This section is to be completed by the Board of Directors

Date grievance form received: _____

Date and place of hearing, if any: _____

Decision of supervisor and reasons therefore: _____

Board President Signature

Date

