

BENJAMIN FRANKLIN CLASSICAL CHARTER PUBLIC SCHOOL POLICIES & PROCEDURES

NO. 0028

Title: Employee Grievance Process

Effective Date: June 17, 2010

Submitted By: Governance Committee

Supersedes Date: June 10, 2009; March 8, 2007

Approved By: Board of Trustees

Rev. No: 3

1 Purpose

- 1.1 The purpose of this policy is to define a process to assist employees in resolving any potential conflicts with other employees when the parties are unable to resolve the conflict themselves.
- 1.2 The BFCCPS strives to provide a process which is fair and equitable for all employees.

2 Scope

- 2.1 This policy applies to all employees of the BFCCPS.
- 2.2 This policy does not apply to situations involving civil rights.

3 Responsibility

- 3.1 The BFCCPS Board of Trustees is responsible for interpreting the provisions of this policy in accordance with the laws, regulations, and rules that govern public entities.
- 3.2 The HOS is responsible for implementing the provisions of this policy except for section 5.9. The President of the BOT is responsible for implementing section 5.9

4 Definitions

- 4.1 BFCCPS: Benjamin Franklin Classical Charter Public School
- 4.2 Employee: individual who receives financial compensation from the BFCCPS in exchange for the labor and/or services.
- 4.3 HOS: Head of School
- 4.4 BOT: Board of Trustees
- 4.5 Grievance: a complaint by an employee concerning any just circumstance of their employment situation commonly regarded as causing dissatisfaction or injustice regarding their work conditions

5 Procedure

- 5.1 Confidentiality in resolving any grievances is of utmost importance and must be maintained throughout the process.
- 5.2 Employees shall not retaliate against any individual for filing a grievance.
- 5.3 Employees are encouraged to resolve issues through meetings or informal discussions, if appropriate, prior to filing a grievance.
- 5.4 If employees are unable to resolve the issue themselves, an aggrieved employee may file a written grievance with the HOS. The written grievance should set forth all information necessary to resolve the grievance. Specifically the written grievance must set forth all the pertinent facts and list all relevant witnesses to the issue at hand. The written grievance must meet these requirements before the grievance process can move forward.
- 5.5 Grievances must be filed with the HOS and, if required by this policy, with the Clerk of the Board of Trustees.
- 5.6 The HOS, if necessary, shall hold a meeting within five (5) full working days unless the parties involved agree in writing to alter the resolution process to gather any additional information to resolve the grievance.
- 5.7 The aggrieved employee(s) may request other parties attend any meeting held to resolve the grievance in order to present evidence.
- 5.8 The HOS shall issue a written report of his or her decision within five (5) working days of the completion of the grievance meeting(s). The HOS' decision shall be provided to all involved employees and to the President of the Board of Trustees.
- 5.9 If the grievance involves the HOS, an employee may submit the grievance directly to the President and Clerk of the Board of Trustees, provided that the employee has attempted to resolve the grievance with the HOS. The grievance shall then follow the steps outlined in #5.4 of this policy.
- 5.10 The President of the Board of Trustees shall establish a Grievance Committee, which shall consist of the President (or his or her designee) and two other board members selected by the President, which may include the Faculty Representative at the request of the aggrieved party. The Grievance Committee will then meet with the involved employees and/or their representatives and the HOS in a timely manner. The Grievance Committee shall issue a decision in a timely manner and provide it to all involved employees and, if appropriate, to all members of the Board of Trustees.

6 Applicable Forms

7 Related Policy & Procedures or Documents

- 7.1 General Laws of Massachusetts