

CHAVEZ HUIERTA

K-12 PREPARATORY ACADEMY

Book	CHPA Administrative Procedure Manual
Section	Chapter 5 Human Resources
Title	AP 5080 Employee Grievances
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CHPA expects employees to be able to satisfactorily address most concerns within his/her department; however, when a continuing problem has not been resolved the CHPA Employee Grievance process shall be followed. Where it is not possible or appropriate to resolve matters on an informal basis the formal procedure for handling a grievance should be used. This formal procedure should only be used when other attempts have failed, and not as the first option.

The formal grievance procedure is as follows:

Step 1: Staff members are directed to discuss any concerns with the individual with whom they may have an issue.

Step 2: Should an issue not be resolved through discussion, then the staff member may submit his/her concerns in writing using the designated Employee Grievance Report Form to the designated supervisor. If the concern directly involves the employee's supervisor and/or Principal, the concern will be brought to Human Resources. Depending on the nature of the grievance, it could warrant the discipline process.

Step 3: Once steps 1 through 2 have been complete and there still is not a resolution, the employee can submit in writing using the designated Employee Grievance Report Form, their concerns to the Human Resource Director, or designee, who will meet with the staff member within 30 days to attempt to resolve the issue, which may include conducting an investigation. The Human Resource Director will forward all findings to the Executive Director for resolution.

Step 4: If the employee wishes to file an appeal against the final decision as a result of steps 1 through 3, they can submit their appeal in writing for further review by the Board of Directors at the discretion of the Board President.

Last Revised December 6, 2017