

CHAVEZ HUIERTA

K-12 PREPARATORY ACADEMY

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| Book | CHPA Board Policy Manual |
| Section | Chapter 5 Human Resources |
| Title | BP 5080 Employee Grievances |
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| Status | Active |
| Legal | Chávez/Huerta K-12 Preparatory Academy Board of Directors |
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Chavez/Huerta K-12 Preparatory Academy (CHPA) shall establish grievance procedures in accordance with this policy as well as state and federal law, for employees to utilize who believe that the fair and consistent application of a CHPA policy affecting him/her has not been followed.

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 aim of this policy is to enable CHPA to provide a working environment in which all employees feel safe and comfortable and in which everyone is treated with respect and dignity regardless of gender, sexual orientation, marital or family status, color, race, nationality or ethnic origin, religion or belief, age, disability, or any other personal factor or quality.

No employee shall be subjected to discrimination, adverse treatment or retaliation of any type for participating in a grievance procedure.

Last Revised May 12, 2016

See Administrative Procedure AP 5080