

POLICY TITLE: Grievance Procedure	DATE ADOPTED 4/02	NUMBER 111
	SUPERCEDES DATE	STATUS

In the event an employee at Oglethorpe Charter School has a dispute involving another employee, existing terms of employment, or existing personnel policies, and after a good faith effort with the administrator to thoroughly resolve the dispute, all employees may submit their complaint to the Personnel Committee, which will be established and authorized by the Governing Board of Oglethorpe Charter School. The good faith effort will include problem identification, possible solutions, selection of resolution, time line for implementation, and follow-up. A written summary of the good faith effort must be provided to the chair of the personnel committee by the employee to initiate the grievance process. Failure to provide a written summary or to follow the procedures or time line established herein constitutes a waiver of the employee's grievance.

In the event the administrator serves as the chairperson of the personnel committee, a vice chairperson will be appointed, and all employees will submit any complaint to the vice chairperson of the committee. In the event the administrator serves as the chairperson of the personnel committee, the administrator will become an ex-officio member of the personnel committee during any grievance process initiated by an employee.

The grievance procedure shall not diminish, limit, or delay the Governing Board's authority to suspend or terminate employment of any employee with or without cause under paragraph B. A vote to terminate or suspend the employment of an employee by the Governing Board under paragraph B will terminate and annul this grievance procedure. The personnel committee's authority will be limited to enforcing existing terms of employment and policies and resolving personnel disputes. If a grievance exceeds the authority of the personnel committee, the grievance will be referred to the Governing Board.

1. The employee may submit his/her written summary to the chair or vice chair of the Personnel Committee within five (5) days of the failed good faith effort to resolve the dispute.

2. Within ten (10) days of receiving the written complaint, the Personnel Committee will schedule a hearing at a mutually convenient time and place for discussion of the complaint with all parties involved, but in no event later than 20 days after receipt of the written complaint and after notification to the employee. Personnel Committee members who are interested parties [members having a possible conflict of interest] shall excuse themselves from the grievance proceedings. Three members of the Personnel Committee must be present to hear a complaint. In the event less than three members of the committee are eligible to hear the complaint [e.g., the Administrator becomes ex-officio or a member excuses himself], the position[s] will be filled by the president and/or the president-elect of the Governing Board.

3. A decision as established by a majority vote of the eligible members of the Personnel Committee hearing the grievance shall be rendered within five (5) working days of the completion of the hearing. In the event that additional information,

follow the grievance process described above. After receiving a written appeal request, the president of the Governing Board will schedule a meeting to consider such an appeal as soon as practical. Board members who are interested parties [members having a possible conflict of interest] will excuse themselves from reviews of Personnel Committee decisions to the extent

permitted under law. Any such proceedings shall be conducted in closed session, unless requested otherwise by the employee.

5. In cases involving complaints of sexual harassment, the Personnel Committee may recommend to the Governing Board the suspension or termination of an employee's employment.

