

GRIEVANCE PROCEDURES

Although we seek to provide a workplace in which all employees feel that they are an important part of A. W. Brown Leadership Academy, and where employees feel fairly treated, there may be times when you have a dispute with a supervisor or the District which can best be resolved through a formal procedure for dispute resolution. All disputes between any employee and the District are to be resolved by in accordance with the following procedure. Please note, however, that the A. W. Brown Leadership Academy reserves the right to modify this procedure at any time and nothing in this procedure should be construed to constitute a contract between you and the District or to constitute any part of a contract between you and A. W. Brown Leadership Academy.

Any dispute between you and A. W. Brown Leadership Academy may be resolved using this grievance procedure, except for oral reprimands which are not recorded in your personnel file.

A grievance is a complaint by an employee concerning any matter related to the employee's employment with A. W. Brown Leadership Academy. All grievances must be in writing. Using the form provided by the District, you must state clearly and concisely all the known facts related to your grievance, including "who, what, where, when and the why." Clearly explain why you disagree with act or omission that forms the basis for the grievance. Also explain what remedy you are requesting. You must sign and date the grievance.

Employees who have a complaint about their terms or conditions of work are encouraged to resolve their concerns **informally** with their co-workers and/or supervisors at the lowest level possible. If the employee is not satisfied with the outcome of the informal resolution, then the employee may file a **formal complaint** according to the district's Grievance Procedures. Contact Human Resources for a Complaint Form.

PRELIMINARY STEP

You must first address your grievance with your immediate supervisor. This may be done orally in informal discussion. If your informal attempts to resolve the matter are not successful, you may implement the formal grievance process.

Where an employee has a "formal" complaint or concern regarding the individual shall first complete and submit the **Formal Complaint Form** to the appropriate campus principal or to the employee's direct supervisor. The complaint must be brought within **15 business days** of the date that the complainant knew or should have known of the alleged harm. The complaint must be specific, and where possible suggest a resolution. **If employee does not submit the grievance within the 15-business days, employee waives their right to asset it.**

FIRST LEVEL REVIEW OF GRIEVANCE (SUPERVISOR OR PRINCIPAL)

All grievances at the first level must be in writing. The principal/supervisor must attempt to remedy the complaint in the best interest of the affected parties and document the outcome and issue a final decision in writing within **10 days** of the principal/supervisor's receipt of the complaint.

A copy of the complaint and the principal/supervisor response is to be forwarded to Human Resources to place in the employee's personnel file.

If the grievance is not settled at the First Level, then the employee may proceed to the second level.

SECOND LEVEL REVIEW OF COMPLAINT (HUMAN RESOURCES AND MEDIATION)

If the complainant is not satisfied with the final decision of the campus Principal/Supervisor, then the individual may file a **written appeal to Human Resources**. If employee does not submit the grievance within the **5-business days of receipt of final summary conclusion from Supervisor/Principal**, employee waives their right to asset it.

The written appeal shall include the following:

- A copy of the Formal Complaint
- A copy of the final decision of the campus Principal/ Supervisor

This written appeal shall be filed within **5-business days** of the individual's receipt of the final decision from the campus principal/supervisor.

The appeal must be specific, and where possible suggest a resolution. The appeal shall not include any new issues or complaints unrelated in the original complaint. A copy of the appeal shall also be delivered to the campus principal/supervisor.

Prior to the final determination, an employee shall enter Mediation. Human Resources shall respond to the complaint and issue a decision in writing within **10 business days of receipt of final summary conclusion from Human Resources**.

THIRD LEVEL REVIEW OF COMPLAINT (SUPERINTENDENT OR SUPERINTENDENT'S DESIGNEE)

If the complainant is not satisfied with the final decision of Human Resources and Mediation, then the individual may submit a grievance to the Superintendent or Superintendent's Designee. **If employee does not submit the grievance within the 5-business days of Human Resources final summary and conclusion, employee waives their right to asset it.**

The written appeal shall include the following:

- A copy of the Formal Complaint
- A copy of the final decision of Human Resources

The Superintendent or Superintendent's Designee will review the grievance and provide a written response within **15-business**.

The appeal must be specific, and where possible suggest a resolution. The appeal shall not include any new issues or complaints unrelated in the original complaint. A copy of the written response from the Superintendent or Superintendent's Designee is to be forwarded to Human Resources for the employee's confidential personnel file.

FOURTH LEVEL REVIEW OF COMPLAINT (BOARD OF DIRECTORS)

A Stage/Level Four grievance **REQUIRES** a prior decision from the Supervisor/Principal, Human Resources (including mediation) and Superintendent or Superintendent Designee. The inquiry and summary conclusion from each level **MUST** be attached to the appeal. If employee does not submit the grievance within the **5-business days of the Superintendent or Superintendent's Designee final summary and conclusion, employee waives their right to asset it.**

If the complainant is not satisfied with the Superintendent or Superintendent's Designee final decision, then the individual may file their complaint in writing to the Board of Directors within **10 business days** of receiving the final decision from the Superintendent or Superintendent's Designee. A copy of this appeal shall also be delivered to the Superintendent and Human Resources.

The fourth level review of complaint shall be directed to the Board President and shall include the following:

- A copy of all appeals; and
- A copy of all resulting decisions.

At the next scheduled meeting of the Board, the Board President shall provide a copy of their complaint to all board members. A redacted copy of the first level (Supervisor/Principal), second level (Human Resources, and third level (Superintendent or Superintendent's Designee) will be included with the fourth level complaint.

The grievant bears the burden of proof as to the validity of the grievance. The Board's decision shall be decided based on a review of the records developed at the Superintendent or Superintendent's Designee level. Any action of the Board of Directors regarding the complaint shall be taken in compliance with the Texas Open Meeting Act.

CONFIDENTIALITY: A. W. Brown Leadership Academy strives to prevent, detect, and respond equitably and promptly to reports of sex discrimination or sexual harassment and requires a reliable adjudication process that is fair to all parties.

To the greatest extent possible, A. W. Brown Leadership Academy keeps the identity of complainants, respondents, and witnesses confidential unless disclosure is required by law or necessary to carry out a hearing proceeding.

Limited or Redacted disclosures may be necessary for A. W. Brown Leadership Academy to conduct a thorough investigation and to preserve the rights of complainants, respondents, witnesses and to maintain confidentiality.



A.W.BROWN
LEADERSHIP ACADEMY

FORMAL COMPLAINT FORM

Today's Date: _____

Time: _____

Complainant Information

(An individual alleged to be the **victim** of the conduct described in this complaint)

Complainant Name: _____

Status: _____ Employee _____ Parent/Guardian

_____ Scholar _____ Other (Specify)

Title/Position: _____

Department/Campus: _____

Contact Number(s): _____

Email Address: _____

Home Address: _____

Complaint Information

Date of Incident: _____ Time of Incident: _____

Location of Incident: _____

Description of Incident: (Please describe the incident in detail; attach additional sheets if needed)

Do you have any additional information or evidence? If so, please explain.

If there are others who have witnessed the incident, please provide their names and contact information (if known) below:

Respondent Information

(The individual who is allegedly **responsible** for the conduct described in this complaint)

Respondent Name: _____

Title/Position: _____

Is this the first time you have raised this concern about this person?

____ Yes ____ No

If not, who did you speak with and what was the outcome of the concern?

Do you have any suggestions for resolving this formal complaint? If so, please explain.

Complainant Signature

(If the complainant is a Minor, under age 18, then the Parent/Guardian **MUST** sign below)

Print Name: _____

Signature: _____