



Employee Grievance Policy

I. Purpose

The purpose of this grievance policy is to provide a means by which employees may present, for administrative resolution, unresolved questions, dissatisfactions, or disputes regarding interpretation or application of Valley Academy Policies and procedures.

II. Policy

It is VAC's policy to provide a prompt, informal administrative resolution at the lowest possible level to ensure an orderly means of resolving employee complaints. For purposes of this policy, "day or days" mean "work days for employees."

III. Procedures

a. Level 1

If the matter involves or can be resolved by the parties involved, the employee is encouraged to first discuss the concern with the parties involved with the objective of resolving the matter.

b. Level 2

If the matter is unresolved after meeting with the parties involved, the employee shall discuss the complaint with the Executive Director (or designee), with the objective of resolving the matter.

c. Level 3

i. If, following the discussion with the Executive Director (or designee), the matter is not resolved, the employee shall provide a written notice to the Board Chair for a confidential review of concerns. The request must be sent to the Board Chair within ten days of the date of the final discussion with the Executive Director and shall include at least the following information:

1. Complainant's/employee's name.
2. Nature of employee's concern.
3. The employee's desired outcome or resolution.
4. Employee's efforts to address/resolve the concern with the individual(s) directly involved.
5. Employee's efforts to resolve the concern with the Executive Director. Why the employee believes the Board of Directors should consider employee concern(s), including why, in employee's view, the complaint was not resolved at a lower level.

ii. The Board Chair shall review and submit the information to the Board of Directors. The Board of Directors shall review the concern consistent with provisions of Utah Code §52-4 and other applicable laws and may request additional information from any party.

- iii. The Board of Directors will respond as quickly as circumstances dictate, not to exceed 30 days.
- iv. The Board's written resolution is the final administrative decision.

IV. Miscellaneous Provisions

- a. Timelines in the procedure may be shortened or waived upon agreement by all parties.
- b. Confidentiality will be observed by all parties consistent with the provisions of the Utah Government Records Management Act, the Family Educational Privacy and Rights and Privacy Act and/or other state and federal laws.
- c. Nothing contained herein shall be construed to limit in any way the right or ability of VAC and employees or others to resolve any grievance mutually and informally.
- d. The requirements and procedures of this policy do not supersede or prohibit remedies and procedures required by law, such as civil rights, harassment, ADA compliance, etc.