

**MARIA MONTESSORI ACADEMY**  
**Policy: Staff Grievance Policy**  
**Approved: July 12, 2010**



**PURPOSE**

The Board of Directors ("Board") of Maria Montessori Academy (the "Board") values open communication between faculty, staff, administration, and the Board. The Board also believes that individuals can generally resolve their own disputes through open, respectful communication. If a situation arises that cannot be resolved between the parties involved, then this policy will be used. The purpose of this policy is to ensure that staff members understand how to pursue the resolution of grievances, concerns and disputes involving other School employees.

The Board wishes to emphasize that the School is an at-will employer, and this policy is not intended to modify the at-will employment relationship between the School and its employees.

**PROCEDURE**

A staff member who has a complaint regarding another staff member must first address the issue with the other employee involved and work reasonably and in good faith to resolve the concern.

A staff member that is not able to resolve the dispute himself or herself may then raise the issue with the School's Director. The staff member should first send to the Director within five (5) school days of the attempt to resolve the dispute a written complaint specifying the individual(s) involved, details of the incident(s) giving rise to the complaint, including dates and approximate times, details of an attempt to rectify the situation, and the requested solution. After sending the written complaint, the staff member and the Director should schedule a time within five (5) school days of receipt of the written complaint to discuss the concern in person or via telephone.

If a staff member's complaint involves the Director, the staff member must first address the issue with the Director and work reasonably and in good faith to resolve the problem. The staff member will need to send to the Director a written complaint specifying the details of the incident(s) giving rise to the complaint, including dates and approximate times, and the requested solution. After sending the written complaint, the staff member and the Director should schedule a time within five (5) school days of receipt of the written complaint to discuss the concern in person or via telephone.

A staff member should not direct complaints to the Board unless and until he or she has worked in good faith to resolve the issues with the other individual and with the School's Director.

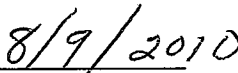
In the event the staff member and the Director are unable to resolve a complaint and the staff member wishes to bring the issue to the Board's attention, the complaint may be directed to the Board in writing within five (5) school days. Complaints shall specify the individual(s) involved, details of the incident(s) giving rise to the complaint, including dates and approximate times, details of attempts to resolve the problem, and the requested solution. The Board will then consider the complaint and identify whatever action the Board deems appropriate within thirty (30) school days.

This policy does not confer upon any employee of the School any additional rights. Accordingly, the existence of this policy does not preclude the School from terminating any employee for any lawful reason even if the employee is pursuing the resolution of a grievance.

Additionally, this policy is not intended to discourage an employee from reporting to the appropriate individual(s) a legal violation committed by another employee and does not limit a School employee's right to appropriately report a legal violation committed by another employee.

Signature:

  
Linda Martinez, Board Vice-Chair

  
Date