

## **Carolina Voyager Charter School Employee Grievance Policy**

CVCS encourages employees to act to resolve concerns that may arise in the course of employment through the grievance procedure outlined herein. Employees should review this grievance procedure thoroughly, including the timelines for exercising grievances and the officials to whom grievances must be directed.

The CVCS grievance process may be used by a CVCS employee as follows:

1. To address concerns pertaining to the aggrieved employee's employment arrangements.
2. To address an alleged violation of applicable law or regulation that directly affects the aggrieved employee.
3. To address an alleged violation of CVCS Board policy that directly affects the aggrieved employee.
4. To address an alleged violation of the CVCS charter that directly affects the aggrieved employee.
5. To address alleged discrimination or harassment against the aggrieved employee.

An aggrieved employee has the right to be represented by legal counsel at the employee's own expense.

If an aggrieved employee fails to meet any of the timelines set forth herein, the employee's grievance may be deemed waived by the CVCS official(s) charged with investigating and deciding the grievance.

The CVCS official(s) charged with investigating and deciding grievances are entitled to extend the timelines herein for investigating and issuing decisions if necessary to conduct a thorough and complete investigation into a grievance or appeal.

### **Step One: Informal Discussion**

Subject to the following paragraph, the aggrieved employee must first initiate an informal discussion with the other person(s) involved in the incident giving rise to the grievance within ten (10) work days of the incident or when the aggrieved employee learned of the incident for the purpose of attempting to resolve the grievance.

If the grievance includes allegations of discrimination or harassment against the aggrieved employee, the aggrieved employee is not required to initiate an informal discussion with the person(s) allegedly discriminating against or harassing the aggrieved employee, and the aggrieved employee may proceed immediately to Step Two.

### **Step Two: Submit a Written Grievance**

If the informal discussion cannot resolve the aggrieved employee's concerns, the aggrieved employee has ten (10) work days after the informal discussion to submit a written Grievance Form to the aggrieved employee's direct supervisor. If the grievance includes allegations of discrimination or harassment, the aggrieved employee shall submit a written Grievance Form within ten (10) work days of the incident or when the aggrieved employee learned of the incident

to the person closest up the chain of command who is a supervisor to both the aggrieved employee and the employee(s) who allegedly engaged in the discrimination or harassment, or to the Board pursuant to Step Four if such allegations are against the School Leader.

The aggrieved employee must include in the Grievance Form a description of the grievance, the actions already taken by the aggrieved employee to attempt to resolve the grievance, and the relief requested. A Grievance Form that does not contain such information will be deemed incomplete and returned to the aggrieved employee to complete within the required timeline. Submission of an incomplete Grievance Form does not extend the required timeline. Only the issues set forth in the written Grievance Form shall be considered thereafter.

Upon receipt of a Grievance Form, the supervisor shall schedule a conference or conferences with the aggrieved employee and any other individual(s) deemed necessary by the supervisor within fifteen (15) work days after receiving the Grievance Form. The supervisor shall issue a written decision to the aggrieved employee within ten (10) work days of the conclusion of the conference(s).

### **Step Three: Appeal to the School Leader**

If the aggrieved employee is not satisfied with supervisor's written decision, the aggrieved employee may submit a written appeal to the School Leader within ten (10) work days of receiving the supervisor's written decision. The written appeal must include a copy of the original Grievance Form, a copy of the supervisor's written decision, and a written description of why the aggrieved employee is not satisfied with the supervisor's written decision. An appeal that does not contain such information will be deemed incomplete and returned to the aggrieved employee to complete within the required timeline. Submission of an incomplete appeal does not extend the required timeline for submission of a complete written appeal.

Upon receipt of a written appeal, the School Leader may, in the School Leader's discretion, schedule a conference or conferences with the aggrieved employee and any other individual(s) deemed necessary by the School Leader within fifteen (15) work days after receiving the written appeal. The School Leader shall issue a written decision to the aggrieved employee within ten (10) work days of the conclusion of the conference(s), or in the event no conferences are scheduled, within fifteen (15) work days of receiving the written appeal.

If the School Leader issued the written decision in Step Two, the aggrieved employee shall skip Step Three and proceed to Step Four.

### **Step Four: Final Appeal to the CVCS Board of School Leaders**

If the aggrieved employee is not satisfied with the School Leader's written decision, the aggrieved employee may submit a written appeal to the CVCS Board of School Leaders within ten (10) work days of receiving the School Leader's written decision, which can be accomplished by submitting the written appeal to the CVCS Board Chair. The written appeal must include a copy of the original written Grievance Form, a copy of the supervisor's written decision, if any, a copy of the School Leader's written decision, if any, and the written descriptions of why the aggrieved employee was not satisfied with the supervisor's and School Leader's written decisions, if any. An appeal that does not contain such information will be deemed incomplete and returned to the

aggrieved employee to complete within the required timeline. Submission of an incomplete appeal does not extend the required timeline for submission of a complete appeal.

Within thirty (30) days of receipt of a written appeal, the CVCS Board will schedule a hearing date for the appeal and provide the aggrieved employee with notice of the hearing date and the procedures for the hearing. All hearings conducted pursuant to this Grievance Policy are considered non-adversarial. After the hearing, the CVCS Board will issue a written decision within ten (10) business days, which will be final and binding. The CVCS Board is entitled to extend these timelines if necessary for the purpose of conducting a thorough and complete investigation.

Legal Reference(s):

S.C. Code Ann., 1976, as amended:

Section 59-4-60(F)(13) – Charter School Grievance Procedure

**EMPLOYEE GRIEVANCE FORM**

Full Name: \_\_\_\_\_

Position Title: \_\_\_\_\_

Please describe your grievance and list the law(s), regulation(s), CVCS policies, or CVCS Charter provisions, if any, that you believe were violated, misinterpreted, or misapplied. Use the back of this form or additional paper if necessary.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date(s) the incident(s) giving rise to your grievance occurred: \_\_\_\_\_

Date(s) you learned of the incident(s) giving rise to your grievance: \_\_\_\_\_

If you feel your direct supervisor is not the person who should address your grievance, please state why.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please describe any action(s) already taken by you to attempt to resolve your grievance: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please describe the remedy you seek: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**By signing below, I confirm that I have read and understand CVCS's Grievance Policy:**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*Please present this form to the appropriate person under CVCS's Grievance Policy.*