



HILLTOWN COOPERATIVE CHARTER PUBLIC SCHOOL

General Grievance Procedure (Staff) (2023)

Introduction

HCCPS is a community based on consensus. In that spirit we embrace the importance of open dialogue and communication among the community. Therefore, we strongly support dialogue as the first and most necessary step to our school grievance procedure. If a face-to-face dialogue does not resolve the conflict, then the following process shall be used. HCCPS students and/or caregivers may not use this process to resolve their grievances, but may use the Student and/or Parent Grievance Procedure.

This grievance procedure does not apply to any civil rights complaints. Complaints regarding civil rights will be handled in accordance with the applicable board of trustees policies and the specific applicable civil rights procedure(s).

Definitions

A “grievance” is a claim based upon an event or condition which allegedly violates a specific provision of this Staff Handbook or any subsequent amendment. A “grievant” is defined as an employee or employees submitting the grievance.

This procedure may not be used to contest decisions that do not allegedly violate a specific provision of this Staff Handbook, but with which the grievant may not agree. Such matters should instead be addressed through dialogue with the decision-maker. The Domain Director will determine whether a grievance may proceed based upon this standard. If the grievance involves the Domain Director, then the Board of Trustees will make such determination.

Time Limits

The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to the problems which may from time to time arise affecting the welfare or working conditions of staff members. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure. Nothing in this grievance procedure will preclude the parties from resolving issues informally, provided said informal resolution does not violate the terms of this Staff Handbook.

Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered as maximum, and every effort should be made to expedite the process.



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A “grievance” shall be deemed to have been waived, and shall not be further processed under this grievance process if it has not been presented or pursued within those time limits herein set forth. The time limits specified may be extended by a mutual agreement in writing.

Procedures

Level One

- A staff member with a grievance will present it, in writing, to their Domain Director within 15 working days of the time the staff member knew or should have known of the act or condition on which the grievance is based. If the grievance involves the Domain Director, the grievance may be submitted directly to the Board of Trustees under Level Two within fifteen (15) working days of the time the staff member knew or should have known of the act or condition on which the grievance is based.
- Within ten (10) working days of receipt of the grievance, the Domain Director will meet with the grievant. Within five (5) working days of the meeting, the Domain Director will render a written response.

Level Two

If the grievance is not resolved to the satisfaction of the grievant, the grievance may be presented in writing to the Board of Trustees within fifteen (15) working days of the Level One response, or the response due date, whichever is earlier.

The Board of Trustees or a designated Committee of the Board will schedule a hearing of the grievance at its next regularly scheduled meeting. The Board of Trustees or its designated committee will render its response, in writing, within ten (10) working days next following the meeting at Level Two. The Board of Trustees’ decision is final and binding, and is not subject to arbitration.