

312: Employee Grievance

1. Purpose:

The purpose of this grievance policy is to provide a procedure by which employees and others may present for administrative resolution, disputes regarding interpretation or application of SGA policies and procedures.

2. Policy:

2.1. It is the policy of the St. George Academy to provide prompt, informal administrative resolution (at the lowest possible supervisory level) to ensure the protection of due process rights. The intent of this policy is to provide a concise and orderly means of resolving grievances.

2.2. The following actions are not considered a “grievance” under this policy:

1. Complaints regarding disciplinary actions, termination of probationary or provisional employees, and non-renewal of employment.
2. Complaints regarding educator evaluations or performance reviews.
3. Complaints regarding alleged sexual harassment violations. See Title IX policy.
4. Termination of temporary employees.
5. Job classification and compensation issues.
6. Actions grieved after resignation or voluntary request.
7. Any matter where an employee alleges discrimination or other civil rights violations falls under the SGA Title IX policy.

2.3. A grievance must be filed within ninety (90) calendar days of the date the employee knew or should have known of the actions giving rise to the grievance.

3. Procedure:

3.1. Informal Procedure:

3.1.1. Step 1: The employee alleging a grievance shall first discuss the complaint with the Executive Director or the Business Manager with the objective of resolving the matter. Proceedings shall be informal and confidential.

3.1.2. Step 2 (If necessary): If following the discussion with the Director or Business Manager the matter is not resolved, the employee must put in writing the unresolved grievance and appeal again to SGA administration within 10 calendar days of the date of the discussion (step 1), after which, the Director shall make a response in writing within 10 calendar days and then hold a conference with employee to attempt to resolve the matter.

3.2. Formal Procedure

(If necessary): After the informal procedure has been followed, the below-listed formal procedure shall be followed in sequence as needed.

3.2.1. Step 1: An appeal to the Board of Directors shall be made in writing, within ten (10) calendar days after disposition under informal procedures.

3.2.2 Step 2: A hearing by the Board of Directors shall be held within fifteen (15) calendar days after receiving the written appeal. The employee may invite one person of his or her choice to attend the hearing.

3.3.3 Step 3: The Board of Directors shall make a written decision on the grievance within fifteen (15) calendar days after the hearing.

3.3. Miscellaneous Provisions:

3.3.1. No person shall suffer recrimination or discrimination because of participation in this grievance procedure.

3.3.2. Whenever possible, hearings should be scheduled during a mutually convenient time that does not conflict with regularly scheduled school programs.

3.3.3. Employees shall be free to testify regarding any grievance filed hereunder, and the expenses of necessary and approved release time shall be borne by SGA when hearings must be scheduled during the school day.

3.3.4. Confidentiality will be observed in accordance with Utah law.

3.3.5. Nothing contained herein shall be construed so as to limit in any way the ability of SGA and the employee and others to resolve any grievance, mutually and informally.

3.3.6. All grievance issues must attempt to be resolved pursuant to the administrative remedy stated in this policy before remedies at law are pursued by the employee.

3.3.7. Individuals alleging discrimination or other civil rights violations must follow the administrative grievance procedures set forth by SGA's Title IX.

3.3.8. Written findings of fact and conclusions shall be entered in connection with all Board level decisions made under this policy.

3.3.9. All records of these proceedings are maintained in accordance with the Utah Government Records Access and Management Act.