



Instilling Accountability, Responsibility, & Respect.

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Grievance Policy

Problem Resolution

C.S. Lewis Academy seeks to deal openly and directly with its employees and believes that communication between employees and management is critical to solving problems.

Co-workers who may have a problem with one another should attempt to resolve the problem themselves. If a resolution cannot be agreed upon, both employees should approach their supervisor(s), who will work with the employees to determine a resolution. In these instances, the decision of the supervisor is final.

Employees who have a problem with a supervisor should first go to the supervisor and state the problem. If a resolution cannot be agreed upon, the employee should present his or her problem, in writing, to his or her supervisor or the Director. The decision of the Director will be final.

Employees who have a problem with the Director should first go to the Director and state the problem. If a resolution cannot be agreed upon, the employee should address the concern with the School Board Chair. If the employees' concerns remain unresolved staff cansend, a written email to the board chair.

Discipline

CSLA's policy is to attempt to deal constructively with employee performance problems and employee errors. The disciplinary process will be determined by CSLA in light of the facts and circumstances of each case. Depending upon the facts and circumstances, the discipline applied may include, among other things, oral or written warnings, probation, suspension without pay, or immediate termination of employment. Each situation will be considered in light of a variety of factors including, but not limited to, the seriousness of the situation, the employee's past conduct and length of service, and the nature of the employee's previous performance or incidents. Details of this process are outlined further in the "Corrective Action" section below.

Corrective Action

Corrective action is taken against an employee in response to a rule infraction or a violation of school policies or procedures. Corrective action will continue until the violation or infraction is corrected. Corrective action usually begins with a verbal warning, followed by a written warning that is placed in the employee's personnel folder. If more serious corrective action is required, the employee may be put on probation, or have his or her employment terminated.

CSLA considers some violations as grounds for immediate dismissal, including, but not limited to: insubordinate behavior, theft, destruction of school property, breach of confidentiality agreement, untruthfulness about personal background, drug or alcohol abuse, or threats of violence.

Employees charged with an infraction and subject to corrective action may appeal that corrective action. To the school Executive Director an appeal must be submitted in writing to the supervisor above the one who enacted the corrective action of the school board as needed. If, after reviewing the corrective action, the School Board determines that the supervisor followed procedures accordingly, the corrective

action will stand. If the supervisor has failed to follow school policy, the action may be reversed. The decision of the School Board is final.