

Staff Grievance Policy
Adopted: August 15, 2022
Revised:

Purpose

The Board of Directors (the “Board”) of Career Academy of Utah (the “School”) 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 shall be used. The purpose of this policy is to ensure that faculty, staff, and administration (each of whom is sometimes referred to herein as a “staff member”) understand how to pursue the resolution of grievances, concerns, or disputes involving other staff members.

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

Policy

A staff member who has a complaint regarding another staff member shall first address the issue with the other staff member involved and work reasonably and in good faith to resolve the issue. If the staff member is not able to personally resolve the complaint with the other staff member, the staff member may then raise the issue with the

School’s Principal. If the staff member is not able to resolve the complaint with the Principal, the staff member may then raise the issue with the Executive Director.

If a staff member’s complaint involves the Principal, the staff member shall first address the issue with the Principal and work reasonably and in good faith to resolve the issue. If the staff member is not able to personally resolve the complaint with the Principal, the staff member may then raise the issue with the Executive Director.

If a staff member’s complaint involves the Executive Director, the staff member shall first address the issue with the Executive Director and work reasonably and in good faith to resolve the issue.

In the event a staff member's complaint is not able to be resolved with the Executive Director and the staff member wishes to bring the issue to the Board's attention, the complaint may be directed to the Board in writing. 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 issue, and the requested solution. The Board shall then consider the complaint and take whatever action it deems appropriate.