



NEWMAN LEADERSHIP ACADEMY

INTERNAL COMPLAINT CONCERNING SCHOOL EMPLOYEES POLICY and PROCEDURE

Staff Grievance Procedure

NLA has established the following grievance protocol, the intent of which is to solve disputes or complaints in a fair and prompt manner.

Most complaints can be resolved by informal discussions between the concerned party and the other individual(s) involved. NLA employees are expected to model appropriate conflict resolution strategies and collaborate in good faith for a mutually acceptable resolution prior to taking next steps.

Should the matter remain unresolved, the parties may elect to involve a member of the leadership team as a mediator.

Any employee who wishes to lodge a formal complaint against another NLA employee or employee practices must first contact the Executive Director/Principal, who will then initiate a meeting with the other parties involved to discuss the problem in an attempt to reach a solution. If the results of the meeting are not satisfactory, a formal complaint may be filed. Formal Complaints must be submitted to the Executive Director/Principal no later than 30-days after the incident. If the incident occurs at the end of the school year, the formal complaint must be filed no later than June 30 of the current school year. Throughout the process, following the filing of a formal complaint efforts may continue to be made at any point to accomplish a satisfactory resolution. In no case is there to be retaliation from either party.

Should an employee wish to file a formal complaint against the Executive Director/Principal, the employee must file their formal complaint with the NLA Board of Directors.