

**QUEST ACADEMY
POLICY: STAFF GRIEVANCE POLICY**

PURPOSE


The purpose of this policy is to ensure that staff members understand how to pursue a grievance at Quest Academy. The following policy applies to the redress of grievances concerning the personnel of Quest Academy.

POLICY

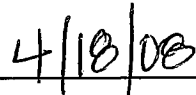
The following steps shall be followed:

- Staff members of Quest Academy who have a complaint regarding other Quest Academy staff members, shall individually, privately, rationally, and civilly voice their complaint with the other employee(s) involved. If the complaint/dispute involves the principal of Quest Academy, the complainant(s) shall first approach the principal of Quest Academy.
- If the issue is not resolved at this level, individuals shall file a written complaint* with the principal of Quest Academy.
- If the issue remains unresolved, a written complaint* shall be filed with the Chair of the Board of Trustees. The Board will conduct such investigation of the matter as they deem appropriate and consistent with due process requirements. A decision will be announced to the affected parties, in writing, together with any required remedial or procedural requirements.
- After appropriate intervention and/or disciplinary action has been taken, the board will be appraised of the situation prior to further action. If the problem remains unresolved, the Board reserves the right to exercise its management and disciplinary authority up to and including termination of any non-compliant party..

Signature of Board President:



Brandy Beckman



Date:

*Written complaints shall specify the individual(s) involved, details of the incident(s) spurring the complaint, including dates and approximate times, and details of an attempt to rectify the situation together with the resolution sought by the complainant.