EMPLOYEE GRIEVANCE POLICY
OF KIPP CHARLOTTE

I. Introduction

KIPP Charlotte is committed to all employees. Part of this commitment is to afford employees the opportunity to address their concerns through a grievance process. No employee will be penalized for voicing a concern with KIPP Charlotte in good faith. Please note that complaints or reports of workplace discriminatory harassment or workplace violence should be made under the procedures set forth in KIPP Charlotte’s discriminatory workplace harassment and workplace violence policies. Please refer to those policies if you have a complaint or concern about discriminatory harassment or workplace violence.

II. Procedure

The procedure for resolving situations and/or issues includes the following steps:

1. The employee and his/her supervisor will discuss the situation together. The supervisor will listen to the employee with the goal of finding a reasonable solution consistent with the goals, resources, and objectives of KIPP Charlotte and applicable law. The supervisor will document the discussion. If the supervisor needs to report an issue, he/she should contact his/her supervisor or the head of the school at which the employee works.

2. If the employee’s supervisor is the subject of the grievance, or if the employee believes that the supervisor is participating in or condoning the conduct that is the subject of the employee’s grievance, the employee should address the situation with the head of the school at which the employee works.

3. If an agreeable solution is not found with the head of the school or if the employee believes that the head of school is participating in or condoning the conduct that is the subject of the grievance, the employee may present the situation to the KIPP Charlotte Chief of Staff.

4. If the grievance is not resolved with the Chief of Staff, the employee may reach out to the Board Chair or an appropriate member of the Executive Committee. The Board Chair will review the information, alone or in conjunction with other Board members, and strive to provide a reasonable solution consistent with the goals, resources, and objectives of KIPP Charlotte and applicable law.

5. If the employee is still not satisfied with the decision, the employee may contact the Board’s Grievance Committee. The employee shall receive written notification of the appeal decision by the Executive Committee.

6. The resolution of the grievance should be recorded in writing and maintained in the employee’s personnel file or other appropriate file.

Not every situation can be resolved to everyone’s total satisfaction. The goal of KIPP Charlotte is to build confidence between employees and management through discussion.
and understanding of mutual situations and/or issues to provide an efficient and harmonious work environment.

IV. Effective date

This policy will be effective July 23, 2018.