



North Davis
Preparatory Academy

POLICY: STAFF GRIEVANCE POLICY

Date Approved:

Date Ratified: June 3, 2009

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

The following steps shall be followed:

- 1) Staff members of North Davis Preparatory Academy who have a complaint regarding other North Davis Preparatory Academy staff members, shall voice the complaint with the other employee(s) involved.
- 2) If the issue is not resolved at this level, individuals shall file a written complaint* with the director/principal of North Davis Preparatory Academy. If the complaint/dispute involves the director/principal of North Davis Preparatory Academy, the complainant(s) shall first approach the director/principal of North Davis Preparatory Academy.
- 3) If the issue remains unresolved, a written complaint* shall be filed with the Chair of the Board of Trustees. After appropriate intervention and/or disciplinary action has been taken, termination may occur only after a majority vote of the Board of Trustees at North Davis Preparatory Academy.

* 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.

Monte Poll

June 3, 2009

Monte Poll, NDPA Board President Date