



POLICY: STAFF GRIEVANCE POLICY

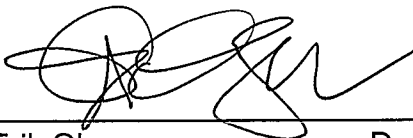
DATE APPROVED: December 13, 2008

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

The following steps shall be followed:

- 1) Staff members of Canyon Rim Academy who have a complaint regarding other Canyon Rim Academy staff members, shall voice the complaint with the other employee(s) involved. If the complaint/dispute involves the principal of Canyon Rim Academy, the complainant(s) shall first approach the principal of Canyon Rim Academy.
 - 2) If the issue is not resolved at this level, individuals shall file a written complaint* with the principal of Canyon Rim 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, the board will be apprised of the situation prior to termination.
- 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.

Signature of Board President:



Erik Olson

Date:

3/19/08