



Odyssey Charter School

Grievance

If an employee has a specific problem or complaint, that person is encouraged to resolve it informally, through dialogue with the employee's supervisor or other appropriate person. If the problem or complaint cannot be resolved in that manner, the following procedure is offered. Within ten working days of the occurrence of the alleged grievance, the employee shall submit in writing to the Operations Manager, a statement containing the facts giving rise to the problem, the grievant contention, and the specific relief sought, signed and dated. The Operations Manager shall, within ten working days of the submission of the grievance, provide a written answer to the grievant. If the employee is not satisfied with the disposition, a written statement may be submitted to the Governing Board of Odyssey School, within ten working days. The Governing Board will conduct whatever investigation is necessary to make a finding, but shall provide an opportunity for a hearing. Within twenty calendar days, the Governing Body shall indicate the disposition of the grievance in writing to the grievant.

Any full or part-time employee who feels that his/her employment has been substantially affected by a violation or misapplication of any statute, policy, rule or regulation with which Odyssey School is required to comply, may file an employee complaint.

Complaints must be submitted in writing within ten days after the act or incident giving rise to the complaint.

Employees are encouraged to discuss a grievance with their immediate supervisor before filing a complaint. It may be possible to resolve the problem informally. If a resolution is not reached, employees should then follow the steps outlined in the policy manual. Employees may address their complaints in writing to their immediate supervisor or to the Operations Manager.

Grievance Report Form

Employee's Name:
Employees position with the school:
Employees start date:
Today's Date:

Brief Description of the Grievance:
