

# Administrative Procedure 408

## Human Resources

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### STAFF GRIEVANCES

#### BACKGROUND

The Charter Board believes that staff members shall have access to an orderly process for resolving grievances related to their employment. The process must respect procedural fairness.

The Superintendent and Principal are jointly responsible for the implementation of this administration procedure, with Charter Board involvement when deemed necessary.

#### DEFINITIONS

1. Complainant

The individual bringing forth the concern.

2. Respondent

The individual against which the complaint is directed.

#### PROCEDURES

1. Every attempt will be made to resolve employment related difficulties informally, between the complainant and the respondent, prior to the filing of a formal grievance.
2. On direction to whom a formal grievance would be submitted, the complainant will refer either to the Professional Code of Conduct or the Support Staff Code of Conduct.

Cross Reference: AP-401 Professional Code of Conduct  
AP-402 Support Staff Code of Conduct  
Date of Approval: June 7, 1999  
Date of Revision: February 7, 2013, September 20, 2016  
Due for Review: September 20, 2018