

SECTION 12

EMPLOYEE DISPUTE RESOLUTION PROCESS

These dispute resolution procedures serve to provide employees, who have a grievance concerning conditions of employment, with a procedure to follow to have the grievance heard by the Executive Director ~~and if necessary, the Governing Board.~~

Misunderstandings and problems arise from time to time in any situation. Work situations can be stressful. To provide the best possible working conditions for employees, an honest and open atmosphere in which any problem, complaint, suggestion, or question receives a timely, respectful response is required. Employees and management should have, and display, mutual respect for each other at all times.

A grievance is defined as any feeling of dissatisfaction or injustice in connection with one's employment situation that is brought to the attention of the [Principal site supervisor](#). If an employee disagrees with the established rules on conduct, policies, procedures, or practice, ~~he/she/they~~ can express this concern through the problem resolution procedure outlined herein. No employee will be penalized, formally or informally, for voicing a grievance or complaint with CMP in a reasonable, business-like manner, or for using these grievance procedures.

The Executive Director is the official representative between the staff and the Governing Board. S/he or any administrator/designee is accessible and ready to hear suggestions, concerns, and complaints. The Executive Director and principals cannot act on any problem unless they are made aware of it, so grievances must be brought to the appropriate parties as soon as possible.

While not every problem may be resolved to the complete satisfaction of all parties, only through a willingness to listen, attempt toward understanding and exploration of all aspects of the issue at hand, can employees and management develop confidence in each other. This confidence is important to the smooth, effective operation of CMP. CMP will strive to provide such an atmosphere at all times. Employees are encouraged to offer positive and constructive criticism, and to take the following steps if they believe that a condition of employment or a decision affecting them is unjust or inequitable:

1. When a problem first arises, the grievant should discuss the matter with the respective party as soon as possible.
2. If they are unable to resolve the issue at this level, the grievant should then contact the site administrator or supervisor (rather than fellow employees) to make an appointment to discuss the issue as soon as possible.
3. The [site administrator](#) ~~Principal responsible for resolution of the grievance~~ will review the problem and any relating policies. If the problem cannot be resolved informally through discussion or meeting, the grievance shall be reduced to writing by the grievant and submitted to the [site administrator](#) ~~Principal~~. The grievant should specify the problem

to the fullest extent possible and any remedies sought.

4. Following any necessary investigation, the ~~site administrator~~[Principal](#) shall prepare a written response to the grievant no later than ten (10) working days from the date of receipt of the grievance, unless for good cause, additional time is required for the response.
5. If a satisfactory resolution cannot be reached, the grievant may request a meeting with the Executive Director. The request for this meeting will be written and will include any and all documentation related to the grievance along with any solutions that have been proposed by the grievant, the site administrator, and any other related parties. The request for the meeting is to be delivered to the Executive Director who, unless sick or out of town, will meet with the grievant within ten (10) [working](#) days of receiving the written request. ~~If the matter cannot be resolved at this level the grievant may request to have the matter properly placed upon the agenda for the next regularly scheduled Board meeting~~
6. ~~The Governing Board and Executive Director will set a date and time for the hearing of any evidence to be presented concerning the grievance. At the hearing, the grievant and a representative of CMP shall have the opportunity to present evidence, both oral and documentary. Within three (3) working days from the date of the hearing, the Governing Board and Executive Director shall make a decision on the grievance in writing. This decision will serve as the final decision of CMP.~~

6. After the meeting, the Executive Director, or administrative designee, will conduct an investigation of the matter prior to making a decision or recommendation. The Executive Director will provide the grievant with a response and outcome within a reasonable amount of time, not to exceed thirty (30) days from the date of the meeting. This decision will serve as the final decision of CMP.