St. Mary's Charter School ("School") values the opinions of all its employees. Employees have the right to express their views through appropriate informal and formal processes.

The Board encourages employees to discuss their concerns and complaints through informal meetings with their Supervisor and/or Principal. Concerns and complaints should be expressed as soon as possible to allow early resolution at the lowest possible administrative level.

Neither the Board nor any School employee shall unlawfully retaliate against an employee for bringing a concern or complaint.

The purpose of the grievance process is to resolve conflicts in an efficient and expeditious manner. All employees are entitled to utilize the grievance process, but employees involved in the process are expected to be courteous to one another and adhere to the Code of Ethics and Standard Practices for Texas Educators.

The Superintendent or designee may develop more detailed grievance procedures. The Superintendent or designee shall ensure that the School's grievance procedures are distributed to all employees. Any grievance procedures shall provide that any grievance may ultimately be considered or heard by the Board of Directors in accordance with Commissioner of Education rules.

Informal Conferences

An employee may request an informal conference through his or her Principal or Supervisor within 10 days of the time the employee knew or should have known of the event(s) giving rise to the complaint. If the employee is not satisfied with the results of the informal conference, he or she may (1) request a second informal conference with the Superintendent or (2) submit a written grievance form to the Principal.

Grievances

The formal process provides all employees with an opportunity to be heard up to the highest level of management if they are dissatisfied with an administrative response. Once all administrative procedures are exhausted, employees can bring concerns or complaints to the Board, as outlined below.

In the event of a problem or dispute with other personnel, students, or parents, an employee may submit a grievance following the process described below.

A grievance must specify the harm alleged by each individual and the remedy sought. An employee is prohibited from bringing separate or serial grievances regarding the same event or action. Multiple grievances may be consolidated at the School's discretion. All

time limits shall be strictly complied with unless modified by mutual consent. Costs of any grievance shall be paid by the party incurring them.

For appeals from criminal trespass warnings, ejection from campus, or individuals who have otherwise been denied access from district property may appeal directly to the Board starting at Level Three.

Level One
An employee shall submit a proper grievance, in writing, to the Superintendent and the Principal within 10 working days of the time the employee knew of should have known of the event(s) giving rise to the complaint. The School reserves the right, upon review of the grievance, to require the grievant to begin the grievance process at Level Two.

The employee's immediate supervisor, Principal, or other designee will meet with the employee to consider the grievance within 10 working days of receipt of the written grievance. The hearing officer will supply a written response to the employee within 10 working days of the meeting.

Level Two
If the grievance is not resolved to the employee's satisfaction at Level One, or if no written decision is received from the Level One hearing officer within the time allotted, the employee may submit a written appeal to the Superintendent or designee within 10 working days of the deadline for receipt of a decision. The appeal must be specific, reference the law or policy alleged to have been violated or the dissatisfaction raised by the employee, and where possible, suggest a resolution. The Superintendent or designee will meet with the employee to consider the appeal within 10 working days of receipt of the appeal. The Superintendent or designee will then supply a written response to the employee within 10 working days of the meeting.

Level Three
If the matter is still not resolved, the employee may submit a written appeal to the Board of Directors within 10 working days of receipt of the Level Two hearing officer's response, or if no written decision is received from the Level Two hearing officer, no later than within 10 working days of the deadline for receipt of a decision from the Level Two hearing officer. The complaint shall be directed and delivered to the President of the Board of Directors, and shall include a copy of the written complaint to the Level Two hearing officer with his or her response. The Board shall then make and communicate its decision orally or in writing at any time up to and including the next regularly scheduled Board meeting. If the grievance involves the appointment,

employment, evaluation, reassignment, duties, discipline, or dismissal of the employee bringing the grievance, it may be heard by the Directors in closed meeting. However, if the grievance involves a complaint or charge against another School employee or a Director or Officer, it shall be heard in closed meeting unless an open meeting is requested in writing by the employee, Director or Officer against whom the complaint or charge is brought.

The failure of the Board to act on a complaint has the effect of upholding the decision made at the lower level.