

**IDEA PUBLIC BOARD POLICY MANUAL****POLICY GROUP 4 – PERSONNEL****EMPLOYEE COMPLAINTS AND GRIEVANCES (GENERAL)**

PG-4.24

**Sec. 1. GUIDING PRINCIPLES**

IDEA Public Schools values the opinions of all its employees. Employees have the right to express their views through appropriate informal and formal processes.

**a) *Informal Process***

The Board encourages employees to discuss their concerns and complaints through informal meetings with their supervisor or Principal, or other administrator with authority to address the concern. Concerns and complaints should be expressed as soon as possible to allow early resolution at the lowest possible administrative level.

**b) *Complaint Procedures***

The Superintendent or designee shall develop a detailed employee grievance process and include it in the Employee Handbook or other procedure document; this process shall recognize the Board's final authority to hear or decide employee complaints. The complaint process shall not be construed to create new or additional rights beyond those granted by law or Board policy, nor to require a full evidentiary hearing or "mini-trial" at any level.

The Superintendent or designee shall ensure that the detailed employee grievance process is made available to employees through the Employee Handbook.

**c) *Board Consideration of Employee Complaints and Grievances***

The Board shall retain final authority to hear or decide employee complaints. *19 TAC 100.1033(b)(14)(C)(i)*.

The Board may conduct a closed meeting when hearing or deciding an employee complaint as allowed by applicable law. *Gov't Code Ch. 551, Subch. D*.

**d) *Freedom from Retaliation***

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

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**CERTIFICATION**

The undersigned, being the Secretary of the Corporation, hereby certifies that the foregoing represents a true copy of a Board Policy adopted by the Directors of the Corporation on May 1, 2020, which Policy is in full force and effect and has not been revoked or amended.

DocuSigned by:  
  
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Ryan Vaughan, Secretary

5/7/2020

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Date