

Sec. 4.6.1. GUIDING PRINCIPLES

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

Sec. 4.6.1.1. Informal Process

The Board encourages employees to discuss their concerns and complaints through informal meetings with their supervisor or Principal, or another 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.

Sec. 4.6.1.2. Complaint Procedures

The Superintendent or designee shall develop a detailed employee grievance process; 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.

Sec. 4.6.1.3. 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*.

Sec. 4.6.2. FREEDOM FROM RETALIATION

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