



VOICES FOR INTERNATIONAL BUSINESS & EDUCATION

STAFF DISPUTE RESOLUTION POLICY

Purpose

At IHSNO, Staff members (including faculty and administration) are expected to resolve his/her own disputes through open, respectful communication. If a situation arises that cannot be resolved between the parties involved, then this policy will be used. The purpose of this policy is to ensure that Staff members understand how to pursue the resolution of grievances, concerns, and disputes involving other IHSNO employees and the decisions of the administration.

IHSNO emphasizes that the school is an at-will employer, and this policy is not intended to modify the at-will employment relationship between the school and its employees.

Policy

A Staff member who has a complaint regarding another Staff member must first address the issue with the other employee involved and work reasonably and in good faith to resolve the concern.

A Staff member that is not able to resolve the dispute himself or herself may then raise the issue with his/her immediate supervisor (i.e., department chair), then to the director (i.e., principal) and then the Head of School.

If a Staff member's complaint involves the Head of School, the Staff member should first address the issue with the Head of School and work reasonably and in good faith to resolve the problem, if possible.

Should the Staff member believe that the Head of School cannot be approached about addressing the issue because the Complaint includes allegations of unlawful or unethical conduct against the Head of School, a real or perceived conflict of interest, or concerns of retaliation or privacy, his/her Complaint may be submitted to the Chairman of the Board of Directors, following the Complaint Process below.

Complaint Process

In the event the Staff member and the Head of School are unable to resolve a complaint, or if the complaint involves the Head of School and the Staff member finds it inappropriate to address the issue with the Head of School first, and the staff member wishes to bring the issue to the Board's attention, the complaint may be directed to the Chairman of the Board **in writing** ("**Complaint**"). Complaints shall specify

1. Names of the individual(s) involved.
2. Details of the incident(s) giving rise to the Complaint, including dates and approximate times.
3. Description of the action(s) or omission(s) which is the basis for the complaint.
4. Names of other individuals who might have information about the complaint.
5. Details of attempts to resolve the problem.
6. Desired resolution.

The Board's Dispute Resolution Committee will then, within its sole discretion, decide whether to consider the complaint and take whatever action it deems appropriate. The Dispute Resolution Committee will



concern itself with alleged violations of board policy or charter compliance, charter school laws and regulations, and federal and state laws and regulations.

Timetable:

1. Ideally, the complainant will be notified within 15 days of submitting the Complaint as to whether the Dispute Resolution Committee will consider his/her Complaint.
2. If the Complaint is accepted for consideration, the Dispute Resolution Committee will strive to meet promptly on the matter, ideally within 15 days of a decision having been made to consider the Complaint, or no more than 30 days following submission of the Complaint.
3. If the matter is accepted for consideration by the Dispute Resolution Committee, the complainant will be notified of the Dispute Resolution Committee's decision, ideally within 15 days of the matter being considered, or no more than 45 days following submission of the Complaint.

All timeframes are merely goals, however, and may not always be achievable under the circumstances.

Decision

1. Should the Dispute Resolution Committee refuse to consider a particular matter, then the Head of School's decision is final and binding.
2. For any Complaint which the Dispute Resolution Committee has accepted for consideration, its decision is final and binding on the part of IHSNO.
3. Only Complaints involving allegations of wrongdoing on the part of the Head of School such that disciplinary or other job action might be considered against the Head of School will go to the full Board for consideration. In such situations, the Dispute Resolution Committee does not have the discretion to take any such disciplinary or job action, but must refer the matter to the full Board for its consideration and decision.

Dispute Resolution Committee Configuration

The Dispute Resolution Committee will have at least five members, and it will be comprised of the Executive Committee and the head of the Governance Committee.

No person may serve on the Dispute Resolution Committee when it is reviewing any issue in which that Committee member has an actual, possible, or perceived conflict of interest. Committee members are expected to self-disclose any actual, possible, or perceived conflict of interest. If a Committee member discloses to the Committee an actual, possible or perceived conflict of interest, or if any member of the Board becomes aware that an undisclosed actual, possible, or perceived conflict of interest exists concerning a Committee member, that Committee member shall be recused from Committee service for that issue only. In that event, the Chairman of the Board shall nominate an alternative from the Board and the Board shall vote on such member.

Should the Committee member sought to be recused not agree that an actual, possible, or perceived conflict exists or otherwise reject the recusal, the matter shall be referred to the Board for action. The Board, meeting in executive session, shall determine if an actual, possible, or perceived conflict of interest exists. Prior to the determination, the Chairman of the Board shall present information concerning the possible conflict of interest. The interested Committee member shall be given the opportunity to make a statement, either in person or in writing. The Committee member may not be present during the Board's deliberations.



If the Board determines that an actual, possible, or perceived conflict of interest exists, it shall recuse the member from the issue being considered and the Chairman of the Board shall nominate an alternative from the Board, and the Board shall vote on such member(s). Should the Board find an actual, possible, or perceived conflict of interest does not exist, the Committee member may serve. Any Board determination concerning a conflict of interest and recusal shall promptly be communicated to the Committee member.

Other:

1. Confidential personnel or legal issues will be discussed in Executive Session.
2. This policy does not confer upon any employee of IHSNO any additional rights. The existence of this policy does not preclude IHSNO from terminating any employee for any lawful reason even if the employee is pursuing the resolution of a grievance.
3. Additionally, this policy is not intended to discourage or limit an employee from reporting to the appropriate individual(s) a legal violation committed by another employee.