

**ROBERT RUSSA MOTON CHARTER SCHOOL
POLICY REGARDING EMPLOYEE CONDUCT, GRIEVANCES,
DUE PROCESS AND DISMISSAL**

Statement of Purpose

All employees of Robert Russa Moton Charter School shall comply with standard practices and ethical conduct toward students, co-workers, school officials, Board officials, parents, and members of the community. Employees shall extend courteous, fair and equitable treatment to every employee and visitor at Robert Russa Moton Charter School. As employees of an educational institution, each person shall help maintain the dignity of the profession.

Standards of Conduct

All employees are expected to work together in a cooperative spirit to serve the best interests of the school and to be courteous to students, one another, and the public. Employees are expected to observe the following standards of conduct:

- Recognize and respect the rights of students, parents, other employees, and members of the community.
- Maintain confidentiality in all matters relating to students and coworkers.
- Report to work according to the assigned schedule.
- Notify their immediate supervisor in advance or as early as possible, if they must be absent or late. Unauthorized absences, chronic absenteeism, tardiness, and failure to follow procedures for reporting an absence may be cause for disciplinary action.
- Know and comply with department and school policies and procedures.

- Express concerns, complaints, or criticism through appropriate channels.
- Observe all safety rules and regulations and report injuries or unsafe conditions to a supervisor immediately.
- Use district time, funds, and property for authorized school business and activities only.

Perform out-of-class responsibilities willingly and professionally.

All Moton Charter School employees should perform their duties in accordance with state and federal law, school policies and procedures, and ethical standards. Violation of policies, regulations, or guidelines may result in disciplinary action, including termination.

Alleged incidents of certain misconduct by employees, including an arrest or criminal charge, must be reported to the Agency Head immediately after the arrest or charge.

A Moton Charter School employee whose presence at the worksite presents a danger to the safety of students or staff and/or causes disruption to the educational environment may be suspended from active service or placed on administrative leave pending disciplinary review. Only the President of the Board or a designee can determine such a disruption.

Reprimand or Criticism

Reprimand and criticism of employees in the presence of other individuals is not sound management practice. If the administrator has just and sufficient reason to reprimand an employee, it shall be done in a manner that will not embarrass the employee before other employees or the public.

Grievances (Complaints)

In an effort to be aware of and to resolve employee concerns or complaints in a timely manner and at the lowest administrative level possible, the Board of Directors of Moton Charter School has adopted an orderly grievance process.

STEP ONE – INFORMAL DISCUSSION

Employees are encouraged to discuss their concerns or complaints with their supervisors or an appropriate administrator as soon as possible, but no later than seven (7) days after the problem or concern occurred. Neither the employee nor their supervisor is required to document the conversation, but either party may give notice to the other that a statement will be placed in the employee's personnel file.

STEP TWO-FORMAL GRIEVANCE

If the matter is not resolved within seven (7) days, both the employee and their supervisors shall complete the required information on the Robert Russa Moton Charter School Grievance Form and forward it to the Agency Head for review and action.

If the concern or complaint involves the Agency Head, both the employee and Agency Head shall complete the Grievance Form and forward the form to the President of Moton's Board of Directors.

STEP THREE- BOARD REVIEW

Once the administrative procedures in Step One and Step Two are exhausted, either party may bring their concerns or complaints to the Board of Directors by completing the section of the Grievance Form captioned "BOARD REVIEW REQUESTED."

The timeline for seeking Board Review is seven (7) days after any action taken in Step Two.

The Board of Directors will consider the request and determine if the matter warrants a full or a summary response. The Board is not required to hold a formal hearing regarding the grievance or

complaint. However, the Board may order remedial or disciplinary action. Depending on the issue, the Board President may assign the hearing to one of the Board's Standing Committees.

Dismissal of Contract Employees

Employees may be dismissed or otherwise disciplined during the school year in accordance with the Robert Russa Moton Employment Contract agreed to on an annual basis.

Prior to any dismissal, suspension, or any disciplinary action involving a contract employee, the individual is entitled to the following due process rights to be communicated via email and certified letter to the employee:

- 1) A written explanation of the charge or charges against the employee;
- 2) A notice of the recommended disciplinary action;
- 3) The date, time and place of a hearing or opportunity to be heard;
- 4) Information concerning the opportunity to have one or more witnesses on their behalf or written statements in lieu of witnesses;
- 5) Other information.

The Board will establish internal guidance as to the amount of time devoted to a disciplinary hearing, the role, if any, an attorney seeking to speak for an employee at the hearing, interim suspension pending termination, and other related matters.

Dismissal of Non-Contract Employees

While it is a policy of Moton School that all employees enter into an employment contract, the above due process rights do not apply to at-will employees. Under state law, at-will employees may be dismissed without notice, a description of the reasons for dismissal, or a hearing. No employee will be dismissed for reasons of race, color, religion, gender, national origin, age, disability or military status.

APPROVAL OF MOTON CHARTER SCHOOL POLICY REGARDING EMPLOYEE CONDUCT, GRIEVANCES, DUE PROCESS AND DISMISSAL

I, Barbara Crain-Major, as the duly elected President of the Advocates for Innovative Schools, Inc., hereby officially certify that on the 2nd day of October, 2018 the Board approved the above Policy Regarding Employee Conduct, Grievances, Due Process and Dismissal which shall be followed by all Moton employees, effective immediately.

Name: Barbara Crain-Major

Signature: **Barbara Crain-Major (Electronic)**

Title: President

Witness: 
Signature

Roslyn J. Smith
Printed Name

EMPLOYEE RECEIPT OF BOARD POLICY

NAME: _____

POSITION: _____

I hereby acknowledge receipt of a copy of the Moton Charter School Policy Regarding Employee Conduct, Grievances, Due Process and Dismissal as approved by the Advocates for Innovative Schools, Inc.

I agree to read and abide by the standards, policies, procedures in the document. I understand that I have an obligation to inform my supervisor and Office Personnel of any changes in personal information such as phone number, home address, email address, etc.

I also accept responsibility for contacting my supervisor or the Agency Head, if I have questions or concerns or need further explanation.

Signature

Date

Printed Name

Please sign and date this receipt and forward it to Office Personnel.