



At Emereau, we illuminate to embark; we investigate to discover; we innovate to transform; we cultivate to sustain; we celebrate to thrive - realizing the potential within us - we graduate.  $E=i^3c^2g!$

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## **Grievance Policy for Emereau Bladen Charter School Employees**

### **Definition of Grievance**

A grievance is defined as any formal complaint or dispute raised by an employee regarding workplace conditions, treatment, or policies that directly affect their employment.

### **Options for Resolving Complaints**

Employees are encouraged to resolve grievances informally, where possible, through discussions with their immediate supervisor or Human Resources (HR) representative. If the grievance cannot be resolved informally, the employee may proceed with a formal grievance process.

### **Grievance Process**

#### **1. Filing a Grievance**

- The employee must submit a written grievance to the HR department within 3 business days of the incident or issue.
- The grievance should include:
  - Name and position of the employee
  - Nature of the grievance
  - Relevant facts and evidence
  - Desired resolution

#### **2. Review and Investigation**

Post Office Box 547  
995 Airport Road, Elizabethtown, North Carolina 28337  
Phone: (910) 247-6595 Fax: (910) 247-6643



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- Upon receipt of the grievance, HR will promptly initiate an investigation.
- HR may interview involved parties and gather relevant documentation.
- The investigation should be completed within 10 business days unless additional time is necessary and communicated to the employee.

**3. Decision and Resolution**

- HR will communicate the findings and decision in writing to the employee.
- If the grievance is substantiated, HR will propose a resolution.
- Both parties will be informed of their right to appeal.

**4. Appeal to the Board**

- If the employee is dissatisfied with the HR decision, they may appeal to the Board of Directors within 5 business days of receiving the HR decision.
- The Board will review the grievance, HR's investigation, and any additional information presented.
- The Board's decision on the appeal will be final and communicated in writing to the employee.

**Timeline of Grievance Policy**

- Grievances should be resolved promptly and fairly, with specific timelines outlined for each stage of the process to ensure timely resolution.



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### **Appeal to the Board**

- Employees have the right to appeal HR decisions they find unsatisfactory to the Board of Directors, ensuring a fair and impartial review of grievances.

This policy aims to provide a structured approach to addressing employee grievances while promoting transparency and accountability within Emereau Bladen Charter School.

Board Approved/Reviewed: 4/8/25

Signature: *Paul Au*

Title: Board of Directors Chair

Agent of Emereau Bladen Charter School

Signature: *Betty S. Hancock*

Title: Executive Director