



Grievance Policy for Employees and Volunteers

Voyager Academy believes mutual respect and dignity are essential elements of effective collaboration and work among our employees. We are committed to creating a safe and meaningful work environment, recognizing individual contributions, and making open, direct, and personal communication a part of our daily efforts.

We believe that the open discussion of ideas, suggestions, and concerns is important to our mutual success and ongoing development. Employees are encouraged to bring forth recommendations, questions, problems, or any other concerns that they believe are important.

This policy is in place to respond to a grievance by an employee or volunteer (hereinafter “employee”). It is expected that any employee with an issue should try to resolve the issue by using open communication with their supervisor. If an employee feels that their issue is still a concern after speaking to their supervisor and that the issue has risen to the level of a grievance then the employee may initiate the grievance procedures as described below. The goal of filing a formal grievance would be to use the process to come to an equitable solution.

A. Definition of a grievance: a grievance is defined as a formal written complaint by an employee stating that a specific action has violated a School policy, board policy, law or regulation. Complaints that do not raise an alleged violation of a School policy, board policy, law or regulation do not raise grievance issue and are not subject to these procedures. In addition, a grievance does not include: the non-renewal or termination of employment, disagreements on day to day operation issue, employee discipline or employee reviews unless they violate a specific policy, law or regulation. And, a grievance does not include a complaint covered by another policy including complaints under Title VI, Title VII, Title IX, the ADA/ADAA, the PUMP Act, the PWFA and the School’s non-Title VII and non-Title IX harassment and bullying policy which shall be handled in accordance with those policies. Even if a complaint constitutes a grievance, a grievance will only be considered eligible for the Grievance Process if the employee demonstrates that they have attempted to have their concerns addressed by their supervisor.

B. Time Limits: A grievance will only be heard if the complaint has been filed within fifteen calendar days of the act that is being reported or fifteen days from the date the issue was brought to the attention of a supervisor, whichever is shorter. The fifteen-day deadline may be extended at the discretion of the Managing Director.

C. The grievance process is as follows:

Step 1: To file a grievance, an employee must submit a letter in writing (email accepted) stating the Voyager Academy School policy, board policy or law that was violated including details of the actions

and the place, date and time of the violation. The employee should make all efforts to include any details about the event that may be helpful in the decision making process. The written letter should be submitted to the Managing Director. If the Managing Director is implicated in the grievance, the grievance should be submitted to the Chair or Vice Chair of the Board of Directors or to any other Board member with whom the individual(s) feel comfortable disclosing the information.

Step 2: In response to the formal grievance, the Managing Director shall have up to five business days from the time they receive the formal grievance to respond to the grievance in writing. If the employee is satisfied with the decision after they receive the response from the Managing Director, the issue is considered resolved. The employee shall submit their satisfaction to the Managing Director in written form such as email.

Step 3: If the employee is not satisfied with the response from the Managing Director, the employee may file an appeal by submitting a letter in writing (email accepted) stating the Voyager Academy School policy, board policy or law that was violated including details of the actions and the place, date and time of the violation. The employee should make all efforts to include any details about the event that may be helpful in the decision making process to the Board of Directors. This must be done within five business days of the initial response from the Managing Director. The appeal should be provided to the Managing Director and Board Chair (or their designee).

Step 4: Where the grievance is filed directly with the Board as set forth above or after receiving the appeal letter, the appeal shall be considered by the Board at its next regularly scheduled board meeting provided such meeting is more than seven days after the filing, or the Chair of the Board of Directors may call a special meeting of the Board to consider the appeal in accordance with The School's bylaws. The Board will consider and discuss the grievance at the meeting in accordance with Open Meetings laws. At that meeting the Board of Directors will make a decision on how to handle the grievance. If the board decides that it needs additional time to consider the grievance or gather information or conduct an investigation, it may defer its decision until another regularly scheduled board meeting or schedule a special meeting. At the Board's sole discretion, the Board may conduct an investigation or gather additional information regarding the grievance, including interviews or engagement of an investigator, if needed. At the meeting where the board makes a decision on the grievance, the board will give the individual filing the grievance or appeal the opportunity to attend the meeting. Once the board reaches a decision, the Board will communicate that decision to the individual who filed the grievance within five school days. The Board's decision concerning the grievance is final. The Board reserves the right to appoint a Board Panel to address the grievance. In such cases, the Board Panel's decision is final and there is no appeal rights to the Board.

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