

Personnel And Employee Relations

Administrative Procedure #306 Appeal Process for Employees

1. Any employee choosing to appeal a performance evaluation must make such an appeal in writing to the Principal (or to the Superintendent, in the case of the Principal or Secretary-Treasurer) within 30 days of the evaluation.
2. The Principal (or Superintendent) will provide a written response to the appeal within 14 days of receiving the appeal.
3. If the employee is dissatisfied with the Principal's response, he or she may appeal, in writing, to the Superintendent within 14 days of receiving the Principal's response.
4. The Superintendent will provide a written response to the appeal within 14 days of receiving the appeal. The Superintendent's decision is final.
5. If the employee is appealing a suspension or termination recommendation, the employee may appeal in writing to the Thrive Charter School Society Board within 14 days of receiving the Superintendent's notice of suspension or termination.
6. The Board will deliberate the appeal at the next Board meeting. The Board will communicate a decision in writing to the employee within 14 days after the Board meeting.