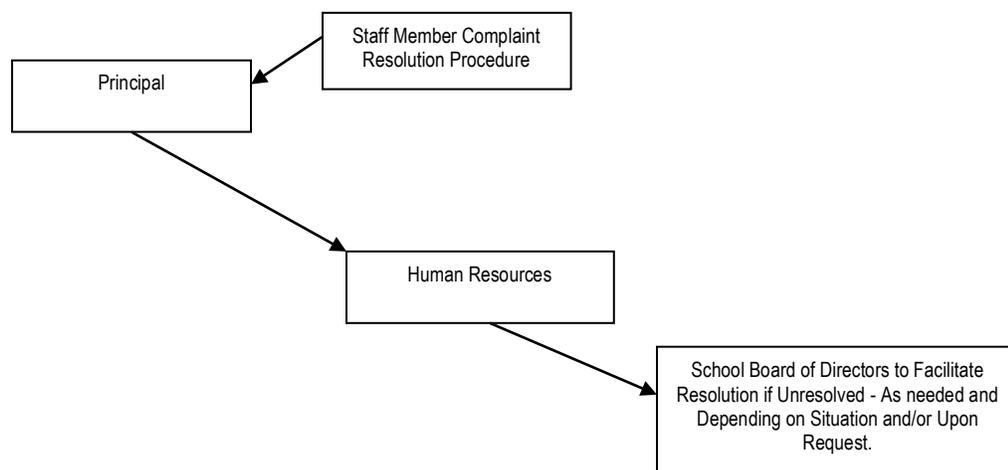


Staff (certificated, classified) Internal Complain Resolution Procedures

Alliance schools will provide the following recourses to resolve staff member complaints.



Due Process

All staff members will have due process rights that include a right to just cause discipline and dismissal and mediation and a fair hearing, if necessary. Below the Due Process is defined, policy is described, and steps of corrective action are delineated.

I. Due Process

Employee will have due process rights that include:

- Right to just cause discipline and dismissal
- Right to mediation and a fair hearing, if necessary, with the President and School Board of Directors

A. Definition

Just cause discipline will be exercised with the purpose to correct or improve job-related performance or behavior.

B. Policy

1. Most workplace performance problems will be handled by informal discussion and counseling between the employee and their principal. Just cause discipline will be applied when more formal action is required.
2. It will be the school's policy and practice that discipline be progressive in nature, beginning with the least severe action necessary to correct the undesirable situation, and increasing in severity only if the condition is not corrected.
3. In addition to being progressive in nature, it is important that the degree of discipline be directly related to the seriousness of the offense and the employee's record; therefore, it is possible for steps to be skipped or repeated.

C. Steps of corrective action

1. When informal discussions and counseling do not resolve the issue or the situation warrants moving directly to formal action, the steps of corrective action may include:
 - a. Initial written warning
 - b. Subsequent or additional written warning(s)
 - c. Final written warning, which may include a suspension without pay
 - d. Termination

The principal will work closely with the Alliance HR Department to ensure that corrective action is implemented fairly.

2. It is generally recommended that all steps be taken; however, some problems may be so serious that early steps may be eliminated.

II. Complaint Procedures

A Complaint is a claim by the employee that the Annual Individual Employee Agreement has been violated with respect to that employee.

Should such a complaint arise, the following procedure shall be the employee's sole and exclusive remedy with respect to that complaint. Complaint procedures are highly sensitive and confidential and all parties will be obligated to maintain the highest standards of confidentiality.

If an employee has a complaint, the first step in attempting to resolve the dispute will be to engage in a good faith effort with the administrative staff. The good faith effort will include problem identification, possible solutions, selection of resolution, timeline for implementation, and follow-up.

If the good faith effort is unsuccessful, the employee will have the right to engage in the following complaint procedure.

Step 1

An employee having a complaint shall present the complaint in writing to their principal within ten calendar days of the event or condition giving rise to the complaint. Failure to file a complaint in a timely manner shall be construed as a waiver of the party's rights under this procedure. Their principal shall meet with the employee and other persons as determined by the principal. If the complaint is not resolved within 14 calendar days of receipt by the principal, the complaint shall be deemed denied and the employee may proceed to Step 2.

Step 2

The employee shall notify the Alliance Director of Human Resources, in writing, that a complaint is pending. The Director of Human Resources shall meet with the employee and other persons as determined by the Director of Human Resources. If the complaint is not resolved within 14 calendar days of receipt by the Director of Human Resources, the employee may proceed to Step 3.

Step 3

The Employee shall notify the President of the Charter School Board, in writing, that a complaint is pending. Each party to the complaint (employee and principal) shall select two members of the nine member Charter School Board to constitute a Complaint Board, to be chaired by a designee of the Charter School Board. If a selected Board member cannot participate in a timely manner or is considered an interested party due to a conflict of interest, the nominating party may make another choice. The Charter School Board members who are interested parties will excuse themselves from complaint proceedings, if such members have a conflict of interest in the subject of the proceedings.

The Complaint board shall meet within 35 days of receipt of the complaint notification.

Both parties will be given one hour each to present all arguments and documentation, including witnesses, to the Complaint Board. A decision as established by a majority vote of the members of the School Board of Directors / Complaint Board will be made within five business days and is final. Failure to appear before the Complaint Board will be taken as a waiver of all rights under the complaint procedure.

A written decision made by the Complaint Board will be rendered within ten working days of the completion of the hearing. In the event that additional information, investigation, or hearings are necessary after the initial hearing, the hearing may be continued and the final decision will be made within ten working days of the last Complaint Board committee hearing, or as soon thereafter as is practical. If the complaint is a complaint of discrimination, action will take place within 24 hours. An investigation of the complaint will ensue to determine as many facts about the issue as possible.

Employee Recruitment

Various resources are used to recruit and hire the most qualified candidates to fill both classified and certificated positions, including utilizing various online job search tools, partnering with teacher recruitment organizations, and participating in local university job fairs. and. The principals interview and select the faculty and staff for their academy. All candidates are screened, formally interviewed and expected to complete a background check, as described below. Every employee is formally evaluated at least once a year by their principal or assistant principal. Formal evaluations provide an opportunity for administrators to not only determine if the employee is meeting their expectations, but to also develop and provide a clear improvement plan when needed. All staff members have due process rights that include a right to just cause discipline and dismissal and mediation and a fair hearing, if necessary.

The selection procedures do not and will continue not to discriminate against qualified applicants or employees on the basis of race, color, religion, sex, gender identity, sexual orientation, pregnancy, national origin, ancestry, citizenship, age, marital status, physical disability, mental disability, medical condition, or any other characteristic protected by California or federal law.

Principal Selection - The Area Superintendent selects Alliance principals on an application and interview basis. Selection of the principals is based on proven experience in educational leadership; educational vision for, experience and success with low-income and/or minority children; demonstrated ability in program design and development; and interest in and commitment to educational reform.

Administrative Staff - Each principal selects an assistant principal and/or director of instruction depending on their desired program structure. The assistant principal will have experience in successful leadership and management. The director of instruction shall meet teacher qualifications and have a record of successful teaching experience. Job duties include, but are not limited to, providing assistance to new and experienced teachers in: effective teaching practices, planning and assessing student proficiency on content standards, and analyzing data to inform instruction.

Teaching Staff - Teachers shall meet the requirements for employment as stipulated by the California Education Code section 47605(l) and the applicable provisions of *No Child Left Behind*. Primary teachers of core, college preparatory subjects (English language arts, language, mathematics, science, history, special education) shall hold a Commission on Teacher Credentialing certificate, permit, or other document equivalent to that which a teacher in a non-charter public school would be required to hold. Teachers selected to insure that the needs of English learners are met will have CLAD, BCLAD certification and all teachers shall be trained in the effective use of sheltered-English. These documents will be maintained on file at the Alliance office and will be subject to periodic inspection by LAUSD. The Alliance Director of Human Resources is responsible for monitoring teacher and administrator credentials.

The principals select their teachers on an application and interview basis. Selection of teachers shall be based on their teaching experience, the degree of subject matter expertise, and their ability to demonstrate classroom instructional capabilities. Inexperienced teachers will be hired on educational experience (i.e. former paraprofessional, school volunteer, child care, etc.), work experiences found beneficial to education, and resumes with good references.

Classified Staff/ Office Personnel, Campus Assistants & Custodians - The principals select classified staff on an application and interview basis. Selection shall be based on qualifications, experience and the ability to perform the job duties suitable for the specified job position.

Employment Eligibility Requirements

Background Check - Any candidate selected to fill a position at an Alliance school is required to complete a background investigation by using the *Live Scan Service Request* form. This form allows the candidate to go to any live scan service provider and electronically submit their fingerprints to the Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI). Since the Alliance has been authorized by the Department of Justice to receive background response information, the Department of Justice (DOJ) sends the applicant's background investigation results directly to Alliance Secure Mail Server System.

Designated members of the Alliance Human Resources Department are the only confidential employees of Alliance College-Ready Public Schools with access to this information. After reviewing the investigation results, if the results indicate that no criminal history exists for the applicant, then he/she is considered eligible to continue the hiring process. If the results indicate that a criminal history does exist for the applicant then the results are thoroughly reviewed by the Alliance Director of Human Resources, who determines if there are any convictions that would disqualify the applicant from employment.

Teaching Credential Verification - All teacher candidates are required to possess a valid teaching credential with an appropriate authorization for their assignment. All credential documents are verified with the California Commission on Teacher Credentialing (CCTC) by a Human Resources representative. The applicant's credential subject authorization must meet state and federal (NCLB) requirements to teach the subject that he/she is being hired to teach. Since Alliance College-Ready Public Schools supports the employment of university intern eligible candidates, we work very closely with the university to ensure that the candidate is eligible for an internship permit, that the subject authorization meets state and federal (NCLB) requirements, and that the applicant is able to complete the teaching credential program within two years. Teachers are also required to possess an English Learner Authorization, which is either embedded in their credential or an added authorization.

TB Verification - Candidates are required to submit current TB verification. TB verifications are required to reflect negative results for active tuberculosis and are required to be no older than 60 days from the date the candidate is hired for employment. All Alliance school employees are required to submit TB verification every four years.

Work Agreements - Employees' job duties and work basis are negotiated in individual agreements. General job descriptions have been developed for all positions, including certificated and classified staff. Salaries are competitive with those of LAUSD.

Nepotism Policy – Alliance schools comply with conflict of interest laws that apply to all public entities per Government Code section #1090.