

EMPLOYEE GRIEVANCE PROCESS

Eagle Academy PCS values all of its employees. It is our vigorous interviewing, verification of qualifications and discussion and hiring diligence that employees are chosen to work here. Therefore, In the event a decision is made on behalf of an employee that results in suspension with or without pay or termination that an employee feels is unjust, bias, targeted or does not contain all relevant facts. He or she must provide within 48 hours a letter of concern and grievance review. The Grievance Committee will consist of the CEO, Deputy CEO, Designee, Director of Human Resources, and HR Generalist. All requests will be reviewed and any necessary meetings with employee and or supervisor will take place within 72 hours of receiving the concern and grievance review. Should additional time be required by the committee the employee will be notified as soon as possible.