

ST. JOSEPH ACADEMY
(SJA)

Department:	Human Resources
Number	300.7
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I. Purpose:

The administration of St. Joseph Academy is responsible for making decisions that are in the best interest of the organization. On occasion, an employee may feel that a decision has been made unfairly. If this occurs, it is the responsibility of that employee to bring this matter to the attention of Human Resources.

II. Objective

Outline an orderly manner through which an employee may seek resolution to complaint or conflict in the form of a written appeal.

III. Procedure

Employee will submit a written response to Human Resources within 5 business days from receipt of letter of discipline or termination. Human Resources will begin an investigation of the issue(s) stated in employee written statement. Following this investigation, a decision will be communicated in writing to all parties involved. This communication will be a written, final, and binding decision.

Approved by: 
Director of Human Resources

Date: 2/10/21

Approved by: 
President/CEO

Date: 2/9/2021