

DISCRIMINATION COMPLAINT PROCEDURE

While TLS encourages you to communicate directly with the alleged harasser, and make it clear that the harasser's behavior is unacceptable, offensive or inappropriate, it is not required that you do so. It is essential, however, to notify management immediately even if you are not sure the offending behavior is considered harassment. Any incidents of harassment must be immediately reported to the Executive Director. Appropriate investigation and disciplinary action will be taken. All reports will be promptly investigated with due regard for the privacy of everyone involved. However, confidentiality cannot be guaranteed. Any employee found to have harassed a fellow employee or subordinate would be subject to severe disciplinary action up to and including termination. TLS will also take any additional action necessary to appropriately remedy the situation. Retaliation of any sort will not be permitted. No adverse employment action will be taken for any employee making a good faith report of alleged harassment.

TLS accepts no liability for harassment of one employee by another employee. The individual who makes unwelcome advances, threatens or in any way harasses another employee is personally liable for such actions and their consequences. TLS may or may not provide legal, financial or any other assistance to an individual accused of harassment if a legal complaint is filed.

Grievance Policy

Grievance vs. Complaint

- A **grievance** is a formal concern raised by an employee that typically involves alleged violations of school policy, unfair treatment, workplace conditions, or actions that significantly impact the employee's ability to perform their job. Grievances generally require formal investigation and documentation.
- A **complaint**, on the other hand, may involve general dissatisfaction, interpersonal frustrations, or suggestions for improvement that do not necessarily involve a breach of policy or formal misconduct. Complaints are typically addressed informally through day-to-day communication with supervisors or colleagues.

Employees are encouraged to bring forward both grievances and complaints, but understanding this distinction helps ensure that concerns are addressed through the appropriate channels.

Grievance Procedure

1. Informal Resolution

Employees are encouraged to first attempt to resolve concerns directly with the individual(s) involved through respectful and professional conversation.

2. Manager-Facilitated Mediation

If the issue remains unresolved, the employee should bring the matter to their immediate supervisor or the supervisor of the individual involved. The manager will

facilitate a mediation or guided conversation between the parties to support a resolution. While the mediation may be documented, this step is not considered a formal grievance.

3. Formal Grievance Submission

If the concern cannot be resolved through mediation, or if the matter is serious in nature, the employee may submit a formal grievance in writing to the Director of Operations. The grievance should include:

- A clear description of the issue
- Efforts made to resolve it informally and through mediation
- The desired resolution or outcome

4. Investigation and Review

The Director of Operations (or designee) will conduct a thorough and impartial review, which may include meeting with those involved, reviewing documentation, and gathering relevant information.

5. Resolution and Response

After reviewing the grievance, a written response will be provided outlining the findings and any actions to be taken.

6. Appeal

If the employee is not satisfied with the outcome, they may appeal the decision to the Executive Director (or designated senior leader). The appeal process will include a review of the original grievance, the findings, and any additional relevant context. The decision at this stage is final.

CATEGORIES OF EMPLOYMENT

In order to determine eligibility for benefits and overtime status and to ensure compliance with federal and state laws and regulations, TLS classifies its employees as shown below. TLS may review or change employee classifications at any time.

Exempt. Exempt employees are paid on a salaried basis and are not eligible to receive overtime pay.

Nonexempt. Nonexempt employees are paid on an hourly basis and are eligible to receive overtime pay for overtime hours worked.

Regular, Full-Time. Employees who are not in a temporary status and work a minimum of 30 hours weekly and maintain continuous employment status. Generally, these employees are eligible for the full-time benefits package and are subject to the terms, conditions, and limitations of each benefits program.

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Regular, Part-Time. Employees who are not in a temporary status and who are regularly scheduled to work fewer than 30 hours weekly and who maintain continuous employment status. Part-time employees may be eligible for some of the benefits offered and are subject to the terms, conditions, and limitations of each benefits program.

Temporary, Full-Time. Employees who are hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific project and who are temporarily scheduled to work TLS's full-time schedule for a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status.

Temporary, Part-Time. Employees who are hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific project and who are temporarily scheduled to work fewer than 30 hours weekly for a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status.

Twelve Month Employees: Employees scheduled to work year-round and follow a 12 month work calendar.

Eleven Month Employees: Employees scheduled to work an additional month longer than the annual school year calendar. At the manager's discretion the additional month can occur before and/or after the school year.

School year or 10 Month Employees: Employees scheduled to work during the school year and follow the annual school year calendar.

PERSONAL DATA

It is important that your personal data such as your address, telephone number, number of dependents, beneficiaries, and tax withholding information be accurate and up-to-date. It is your responsibility to report any changes to TLS through the Employee Self-Service portal in the payroll system.

VACANT POSITIONS

Vacancies for all full-time permanent positions within TLS will normally be announced and posted; however, TLS reserves the right not to post positions based on its discretion. TLS employees will have the opportunity to apply for these positions, and will be considered along with other applicants. The Executive Director or designee has the authority to select candidates deemed to be the best talent and fit for each position.