



CAROLUS ONLINE ACADEMY

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Carolus Online Academy EMO Staff Grievance and Termination Process Effective Date: 6/25/2025

Purpose: To establish the EMO Staff Grievance and Termination before the Carolus Board of Directors pursuant to SC SB 454.

EMO STAFF GRIEVANCE PROCEDURES

For purposes of this policy, a grievance is any dispute or concerns regarding Carolus Online Academy (COA) operational matters such as the scope of job duties, compensation, availability of resources and any other matter occurring in the ordinary course of business that may interfere with the ability of a Carolus Academy EMO Staff member to perform job duties. A grievance does not include employee termination.

The Executive Director shall develop administrative procedures for Carolus Online Academy EMO Staff members to informally resolve grievances with their immediate supervisor(s). The procedures must include a process for the employee to communicate the grievance to the Executive Director within thirty (30) days of first raising the issue with the employee's immediate supervisor(s) in writing.

After providing the Executive Director with a reasonable opportunity to address the grievance, the employee may request a meeting with the COA Board to discuss the grievance. The COA Board will consider the request at a regularly scheduled board meeting and inform the employee in writing whether it believes a meeting is warranted. Any meeting between the Carolus Online Academy EMO Staff member and Board will be informal and non-adversarial.

EMO AT-WILL EMPLOYMENT

Like all employment in South Carolina, absent a contractual or statutory provision to the contrary, Carolus Online Academy EMO Staff are employed on an at-will basis. Therefore, the Executive Director and the EMO may terminate an employee for any reason or no reason as long as it does not violate any law that protects the Carolus Online Academy EMO Staff member. The Carolus Online Academy EMO Staff member can appeal the termination to the COA Board by submitting a written request to the COA Board Chair within fourteen (14) days of receiving notice of the termination. The written request must state the basis for the appeal and include all facts, documents and corroborating witnesses supporting the grounds for appeal. The COA Board, at its discretion, may schedule a hearing to receive further information. The COA Board will render a written recommendation to the EMO on the appeal within ninety (90) days of receiving a completed written appeal. The Carolus Online Academy will not incur the expenses of the employee bringing the grievance.

Adopted date: 6/25/2025

Revision Date(s):

Legal References:

S. C. Code §§ 59-40-60 (F)(13); S.C. Code §§ 59-40-50, -220, -230