

Greater Albany SD 8J
Administrative Regulation

Code: **BG-AR**
Adopted: 8/11/80
Revised/Readopted: 3/12/01
Orig. Code(s): BP 1721

Board-Staff Communications

It is the desire of the Board that all employees who wish to comment on established policies, practices or procedures of the district have an opportunity to be heard. It is also in the best interest of employees and patrons of the district for the administration and the Board to have an opportunity to address internal issues promptly. While not required, the following procedure is available to resolve staff concerns not covered by existing grievance or other appeal procedures:

Step I

Discuss the concern with his/her immediate supervisor. Such meeting may be informal in nature but a written notation of the date, participants and points discussed may be kept by the supervisor in which event the employee will be furnished with a copy.

Step II

If satisfaction is not received, the employee may ask for a conference with the superintendent or designee. The supervisor may be asked to attend, at the discretion of the superintendent or designee. A written notation of this meeting may be kept by the superintendent in which event the employee will be furnished with a copy.

Step III

If the employee is still not satisfied, he/she may request consideration of the matter by the Board at a regular or executive meeting of the Board.