

Greater Albany SD 8J
Board Policy

Code: **GBM**
Adopted: 8/11/80
Revised/Readopted: 3/12/01; 5/20/02; 4/27/15;
6/27/16
Orig. Code(s): BP 1721

Staff Complaints

It is the policy of the Board that 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.

The superintendent or designee will develop a complaint procedure which will be available for all employees who believe there is evidence of, and wishes to report a violation, misinterpretation or inappropriate application of district personnel policies and/or administrative regulations; a mismanagement, gross waste of funds or abuse of authority, or believe there is evidence that the district created a substantial and specific danger to public health and safety by its actions. The complaint procedure will provide an orderly process for the consideration and resolution of problems in the application or interpretation of district personnel policies.

The complaint procedure will not be used to resolve disputes and disagreements related to the provisions of any collective bargaining agreement, nor will it be used in any instance where a collective bargaining agreement provides a dispute resolution procedure. Disputes concerning an employee's dismissal, contract nonrenewal or contract nonextension will not be processed under this procedure.

The following procedure is available to staff to resolve concerns not covered by existing grievance or other appeal procedures:

- Step 1 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 2 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 3 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.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)

[OAR 581-022-1720](#)

[ORS 659A.199](#) to -659A.224

Anderson v. Central Point Sch. Dist., 746 F.2d 505 (9th Cir. 1984).

Connick v. Myers, 461 U.S. 138 (1983).