

# Alsea School District 7J

Code: **GBM-AR**  
Adopted: 10/10/05  
Readopted: 7/12/10; 11/18/15  
Orig. Code(s): GBM-AR

## Staff Complaints Procedure

Step One: File in writing the facts of the complaint to his/her immediate supervisor with 15 days of the action or incident. The written statement shall contain:

1. The fact upon which the complaint is based as the complainant who is filing the complaint sees them;
2. A reference to the policies, procedures or practices of the district that have allegedly been violated;
3. Remedies/Solutions.

A sincere effort should be made to resolve the complaint. Within 10 days if the complainant does not appeal to the superintendent, then the opportunity to continue the appeal shall be forfeited.

Step Two: The superintendent shall, within 10 days of the receipt of the appeal, meet with the complainant to allow him/her to present facts and present their version of events. If an employee is the source of the complaint, he/she shall be present. The superintendent shall make a ruling within 10 days of the appeals meeting. If the complainant does not appeal the superintendent's decision within 10 days, the opportunity to continue the appeal shall be forfeited.

Step Three: The appeal process goes to the Board, which will have 10 days in which to schedule a hearing. The Board will hear the superintendent's decision, and all other relevant testimony. The Board will rule a decision within 15 days of the hearing. The Board's decision shall be considered final.