

**Athena-Weston  
School District 29J**

Code: **GBM**  
Adopted: 8/82  
Readopted: 8/10/15  
Orig. Code(s): GBM

## **Staff Complaints**

Complaints directed toward an employee, that may affect the satisfactory performance of their job as an employee of the district, shall be referred to the employee's principal or immediate supervisor by the district associated person receiving the complaint.

### **Complaints**

1. Complaints received by the principal or supervisor shall be investigated immediately.
2. Complaints may be shared with the employee without identification of the complainant.
3. Should the investigation ascertain that the complaint is valid and the employee's action violates expected performance criteria or district policies, the principal or supervisor shall reduce the complaint to writing and share with the employee, within seven days after receiving complaint.

### **Resolution of Complaint**

The principal may resolve the complaint by:

1. Discussing the action with the employee;
2. Bringing the complainant and the employee together in a resolution meeting;
3. Determining the complaint lacked substance;
4. Any complaint, found to be valid by the principal or supervisor, which may be used in a future evaluation of that employee, must be reduced in writing stating:
  - a. The substance of the complaint;
  - b. A proposed resolution or plan of assistance;
  - c. Copies of a. and b above must be signed by the principal or supervisor and the employee or a witness if the employee refuses to sign. One copy must be forwarded to the district office for placement in the employee's personnel file.

END OF POLICY

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**Legal Reference(s):**

[ORS 332.107](#)

[ORS 659A.199](#)

[OAR 581-022-1720](#)

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

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