

Staff Complaint Procedure

The following procedure will be used for staff complaints. Complaints will be promptly investigated in accordance with the following procedures:

1. Any member of the staff who wishes to express a complaint regarding another employee of the district should discuss the matter with the employee involved. It is the intent of the district to solve problems in an informal manner and address all complaints as close as possible to their origin.
2. If the complainant is unable to resolve a complaint at step 1, the complainant should work with the principal or the supervisor of the employee who is the focus of the complaint to resolve the complaint or concern. If the complaint is against the principal or supervisor, the complainant should work with the superintendent to resolve the complaint or concern.
3. If such a discussion at the building level does not resolve the complaint or if such discussion is not practical under the circumstances, the complainant, if he/she wishes to pursue the action, shall file a signed, written complaint within five working days of completing step 2, with the superintendent clearly stating the nature of the complaint and a suggested remedy. The superintendent shall investigate the complaint, confer with the complainant and the parties involved and prepare a written report, within 10 working days of his/her findings and his/her conclusion. If the complaint is against the superintendent, the complainant should take the complaint to the Board chair who will make arrangements for an investigation.
4. If the complainant is unable to resolve the complaint at step 3, the complainant may request a review by the Board within 5 working days of receiving the superintendent's decision. The Board may hold a hearing to review the findings and conclusion of the superintendent, to hear the complainant and to take such other evidence as it deems appropriate. Generally all parties involved, including the school administration, will be asked to attend such meeting for the purposes of presenting additional facts, making further explanations and clarifying the issue.

The Board may elect to hold the hearing in executive session if the subject matter qualifies under Oregon Revised Statutes.

If the Board chooses to hear the appeal it will be scheduled for a regular board meeting. The Board shall provide a written decision to the complainant within 10 working days following the completion of the hearing. If the Board chooses not to hear the appeal the superintendent's decision is final.

Staff Complaint Form

Employee making Complaint: _____ Date: _____

Complaint Alleged Against: _____

Nature of Complaint: _____

Source of your information: _____

Justification of your feelings: _____

Remedy Sought: _____

Any other information: _____

I agree that all of the information on this form is accurate and true to the best my knowledge.

Signature: _____ Date: _____

Received by the superintendent on (Date): _____ Signature: _____

Official Use
Disposition of Complaint: _____
Signature: _____ Date: _____