

### **Complaint Procedures for District Employees**

It is the intent of the School Board to provide for the orderly resolution of any complaint arising out of the purported violation, misinterpretation, or inappropriate application of District policies, administrative rules, or administrator's written directives.

Every District employee covered under this policy shall have access to the procedures outlined herein without reprisal by the School Board or any other District employee.

It is expected that employees covered under this policy will resolve complaints with their supervisors and that the use of the procedures outlined herein will be limited.

In the event an employee covered under this policy wishes to bring a complaint before the Superintendent, the following procedures shall be followed:

1. The covered employee shall forward a signed written statement to the Superintendent which specifies the basis for the purported complaint under this policy and the efforts made by that person to seek relief by conferring with the Supervisor. This written statement must be forwarded to the Superintendent within ten (10) calendar days of the occurrence of the purported violation, misinterpretation, or inappropriate application of District policies, administrative rules, or administrator's written directives. Class action or group action must follow the same process with each and every person purporting a complaint signing the statement.
2. Upon receipt of the statement purporting a complaint the Superintendent shall set a hearing at which the employee or employees with legal counsel, if desired, and the supervisor or supervisors with legal counsel, if desired, may present written and/or oral testimony, call witnesses, and cross-examine witnesses. This hearing shall be held within ten (10) calendar days of receipt of the statement of purported complaint by the Superintendent.
3. Hearing conducted under this policy shall be closed unless otherwise requested by the employee presenting the statement of purported complaint.
4. The Superintendent shall communicate his decision to the employee and the supervisor in writing within fifteen (15) calendar days of the end of the hearing.
5. If the employee is not satisfied with the decision, a written appeal may be forwarded to the School Board within five (5) calendar days of receipt of the decision from the Superintendent.
6. The School Board shall set a hearing to consider the appeal within ten (10) calendar days of receipt of the request. At this hearing, the employee purporting to be aggrieved and/or legal counsel and the Superintendent and/or legal counsel shall present oral and/or written arguments.
7. Within five (5) calendar days following the hearing the School Board shall render a decision in writing to the employee purporting to be aggrieved and to the Superintendent. This decision shall be final and binding.

END OF POLICY

---

Legal Reference(s):

OAR 581-022-1720

Anderson v. Central Point School District No. 6, 554 F. Supp. 600 (D. Oregon 1982); aff'd in part, 746 F. 2d 505 (9th Cir. 1984).

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