

## Staff Complaints

It is the intent of the Board to provide for the orderly resolution of any complaint arising out of a purported violation, misunderstanding, misinterpretation or inappropriate application of district policies or administrative regulations.

Every district employee shall have the right of access to these procedures without reprisal by the Board or any other district employee.

It is expected that employees will resolve complaints with supervisors and that the use of these procedures will be limited to situations for which no other process is available.

In the event that an employee wishes to bring a complaint before the administration or the Board, the following procedures shall be followed:

1. **Level one** - The superintendent shall hold a hearing within 10 days and render a decision within five days after the hearing;
2. **Level two** - If the complainant is not yet satisfied with the decision, an appeal may be filed with the superintendent within five days of receipt of the decision, stating the reasons and requesting that the complaint go to "level two."

Level two involves the use of a three-member advisory committee. The committee shall consist of one person appointed by the superintendent, one person appointed by the complainant and one person appointed by the two committee members named. The committee will investigate decisions and reasons previously rendered, with appropriate data, and will render a recommendation within 10 days of the receipt of the appeal, giving reasons for the decision.

The superintendent has five days after receipt of the recommendation to review it and provide a written decision to the complainant. Every effort shall be made to expedite the procedures;

3. **Level three** - If the decision is considered unacceptable by the complainant, a written appeal may be directed to the Board within five days of receipt of the decision from the superintendent. Level three requires that the Board act within five days of receipt of the appeal.

All parties shall be informed of a hearing to consider the appeal within ten days of receipt of the request.

The hearing before the Board shall include arguments presented by the superintendent and the complainant and the Board shall render a decision in writing to all parties within five days following the hearing which shall be final and binding to all parties.