

Staff Complaints

The purpose of this procedure is to afford every employee, subject to the limits specified in Board policy GBM - Staff Complaints, the means to seek formal discussion of problems arising out of an alleged violation, interpretation or inappropriate application of Board policies and procedures. Problems regarding Board policies are subject to this procedure through Step 4. Administrative rules, regulations and procedures are subject to this procedure only through Step 3. The employee must be present at all proceedings and may be represented by a person of his/her choice at any proceedings. The employee must start the procedure at the appropriate level. All days in the procedure refer to working days of the district. Failure to proceed to the next step within the time limits specified will automatically be construed as acceptance of the decision at the previous step.

- Step 1 An employee will seek informal resolution of an alleged violation of Board policies or procedures with the immediate supervisor. The problem should be brought to the supervisor's attention as soon as possible prior to the 10 days procedures outlined in Step 2.
- Step 2 The employee will submit a letter to his/her immediate supervisor indicating the nature of the problem, dates of occurrence, and requesting a conference. The letter must be sent within 20 days of the occurrence or perception of the problem. A conference will be scheduled between the employee and his/her immediate supervisor within three days of receipt of the request. Written results of the conference will be sent to the employee within seven days of the conference.
- Step 3 If the results are unacceptable to the employee, he/she may make a written request, within three days of the receipt of the results, for a conference with the appropriate administrator. A conference will be scheduled between the employee, the immediate supervisor and the appropriate administrator within seven days of receipt of the request. Written results of this meeting will be sent to the employee and the immediate supervisor within seven days of the conference.
- For matters outside the jurisdiction of the immediate supervisor, the employee may start the proceedings at Step 2.
- Step 4 If the results are unacceptable to the employee, he/she may make a written request, within three days of receipt of the results, for a conference with the superintendent or designee. A conference will be scheduled between the employee, the immediate supervisor, the administrator and the superintendent or designee within seven days of the request. At this time, the parties may present their cases. Written results of this conference will be sent to the employee, the immediate supervisor and the administrator within seven days of the conference.

Step 5 If the results are unacceptable to the employee, he/she may make a written request, within three days of receipt of the results, for a conference with the Board. The written request shall be submitted to the superintendent. A conference will be held between all parties involved and the Board within 30 days of receipt of the request or the next regularly scheduled Board meeting, determined by the superintendent. The Board will send its written decision to the employee within 30 days of the conference.

Staff Complaint Form

Name of Employee/Program

Date of Suggestion, Complaint or Commendation

Nature of Suggestion, Complaint or Commendation: _____

Source of your information: _____

Justification for your feelings: _____

Remedy sought: _____

I have read the above but do not necessarily agree. _____

Signed

Employee

Date

Address

Immediate Supervisor

Date

Telephone