

Gresham-Barlow SD 10

Code: **GBM-AR**
Adopted: Unknown
Readopted: 5/2/02
Orig. Code(s): Contract

Staff Complaints

Complaint Procedure

1. If an oral or written complaint is made against a member to the administration, such complaint shall be processed under the following circumstances:
 - a. If the administrator intends to make a record in the evaluation report of a complaint received concerning the member;
 - b. If the administrator intends to place a record of such complaint in the member's personnel file.
2. Pursuant to 1. above, a conference shall be held with the member within seven working days after the complaint is made to the administrator to apprise the member, in writing, of the nature and substance of the complaint. This timeline is to be extended the number of days a member or administrator is absent during the seven days following the complaint. If a criminal or child abuse investigation is under way, the district shall not proceed with a teacher conference until authorized by legal authorities.
3. Any complaint which is not discussed within the required time shall not be considered in the member's evaluation, shall not be placed in his/her personnel file and shall not be used against the member in any subsequent action by the district.
4. If the complaint is placed in the member's personnel file, it shall include at least the following information: name of the member against whom the complaint is made, the date and nature of the complaint and the names of the complainant. The member shall be supplied with a copy of the complaint.
5. The member shall have the right to the council representatives of his/her choice at all levels of this procedure. Members have protection under Article 4, including just cause, for all disciplinary actions.
6. In processing a complaint, the administrator will withhold judgment until he/she has had an opportunity to listen to the member's response to the complaint. The administration may coordinate a meeting including the complainant and teacher if that is viewed by administration as a constructive step in resolving the matter.
7. A complaint included in an evaluation or personnel file in violation of the complaint procedure is grievable under Article 6, Grievance Procedure, up to and including binding arbitration as provided therein.