

Staff Complaints

A complaint is a claim by an employee that there has been a violation of policy, regulation or procedure. The procedures for a complaint shall be established by the superintendent.

The Board guarantees that there shall be no reprisals against any employee utilizing the complaint procedure or an interested party thereto by the Board or any employee of the district.

Employees shall follow procedures outlined below before bringing any matter, complaint or concern before the Board.

I. Compliant Applicability

Applicable to alleged violations of:

- A. Board policy;
- B. Administrative regulations;
- C. Administrative procedure.

II. Duty of Complainant

The complainant must be present at step A and can be represented by a person of his/her choice at all stages of this procedure beyond and including step A. The employee need not be present beyond step A.

III Steps

- A. The complaint should be resolved with the immediate supervisor whenever possible.
- B. The complainant may appeal in writing within 10 days to the superintendent, citing the policy, regulation or procedure allegedly violated, the nature of the charge and the relief requested.
- C. The superintendent shall review the complaint and respond within 10 days of the receipt of the complaint and may call a hearing at his/her discretion. Parties of interest may call witnesses.
- D. Within 10 days after receipt of the decision of the superintendent, the complainant may appeal to the Board.

1. Appeals to the Board will be heard at the first regular meeting which is at least 10 days after the receipt of the appeal. Parties of interest may call witnesses.
2. The Board will respond to the complainant within 10 days of the hearing with a written decision including supporting reasons for the granting or denial of the relief request.