

Staff Complaints

All possible efforts should be made to resolve complaints informally, and prior to proceeding with the formal action this regulation provides.

1. A complaint, submitted as an appeal, involving staff duties, or alleged deviation, or misinterpretation of Board policy or administrative procedure and made within 10 days of the alleged action.
2. Teachers with complaints shall first discuss them privately with their principal. Other employees shall discuss them first with their supervisor.
3. If step two does not solve the complaint, the complainant may, within three school days, write the principal or supervisor stating the problem and the points in question. Within three school days of receipt of the written complaint, the principal or supervisor shall investigate the matter and write a decision to the complainant along with his/her supporting reasons. Copies of this document and the complaint letter will be sent to the superintendent. The complainant may file an opinion, made by his/her employee organization, with the superintendent, or may file his/her own statement.
4. If step three decision is not acceptable to the complainant, he/she can, within three school days, appeal in writing directly to the superintendent. This may be accompanied with a report from the employee organization or from the employee.
5. Within three school days after receipt of the complaint, the superintendent will investigate the matter and will write his/her decision to the complainant along with the supporting reasons.

If the superintendent is not present when the appeal arrives, he/she shall have an additional three school days for a total of six days to write his/her decision. Copies of this decision and the appeal letter will go to the principal or supervisor. The complainant may file in his/her personnel folder an evaluation made by an employee organization, or a statement by the employee.

6. If step four decision is not acceptable to the complainant, he/she may, within three school days after the receipt of the superintendent's decision, make a written request to appeal at the next regular meeting of the Board. At such meeting, the decisions made in steps 2., 3. and 4. will be reviewed and the complainant will be given an opportunity to reply thereto. The decision of the Board will be final and binding on both parties.