

Complaints by Staff

INFORMAL COMPLAINT:

The person lodging the complaint is encouraged to discuss the issue with the person who is being complained about prior to contacting the person's supervisor. If the complainant chooses not to discuss the issue or the discussion proves unsatisfactory, the complainant may present the complaint directly to the immediate supervisor of the person being complained about. The complaint form will be filled out and given to the immediate supervisor.

When the complaint form is received by the immediate supervisor, an appropriate investigation and any necessary conferences shall be held to resolve the complaint. The staff members involved shall be notified in writing by the immediate supervisor within 15 working days of receipt of the complaint unless there are extenuating circumstances. The individuals will be informed if the timeline needs to be extended.

FORMAL COMPLAINT

Formal complaints result when the complainant is not satisfied with the decision at the informal level. Formal complaints shall be forwarded to the next level. If the next level is the superintendent, the complaint form, the decision of the supervisor, and other evidence shall be forwarded to the superintendent. The superintendent shall hold a meeting with the individuals involved and then proceed with an investigation of the complaint and hold conferences as necessary to resolve the complaint. A letter with the decision of the superintendent will be sent within 15 working days from receipt of the complaint to the individuals involved.

Upon written notification by the complainants within 5 days following receipt of the superintendent's letter that he/she is not satisfied with the resolution at the superintendent's level, he/she will be notified of the next regularly scheduled board meeting where the complaint will be heard. The complainant will inform the superintendent whether or not they are able to attend the board meeting. The superintendent will notify the person being complained about. Following a hearing before the board, a letter with the board's decision will be sent to the involved parties within 15 days of the board meeting.

Either party may request a confidential executive session if the complaint meets the requirements of an executive session. Either party may have representation at any time. If either party is unable to attend the scheduled board meeting, it will be rescheduled for the next regularly scheduled meeting. Normally the hearing before the board will be rescheduled once. The decision of the board is final.

No reprisals of any kind shall be taken by the Board or by any member of the administration against any party in interest, any representative, any members of the Association, or any participant in the complaint procedure by reason of participation.

COMPLAINTS BY STAFF

Person Initiating Complaint

Phone No.

Date Form Received

Person/Issue Being Complained About

NATURE OF COMPLAINT:

DISTRICT EMPLOYEES YOU'VE DISCUSSED COMPLAINT WITH:

YOUR DESIRED SOLUTION:

OTHER PERTINENT INFORMATION:

SIGNATURE

DATE

RESOLUTION OF COMPLAINT