

## Personnel Complaint Report

When and if members of the community wish to register complaints against an employee, supervisors should not give credence to that complaint unless a formal complaint is signed.

If the person making the complaint(s) feels that the incident(s) is sufficient to warrant formal action, then the following process is to be followed:

1. The complainant will initiate the process by stating in writing the concern and signing a complaint form;
2. The immediate supervisor will investigate the incident(s) and collect data. The results of the investigation will be listed in a report;
3. The immediate supervisor will meet to resolve the issue with the teacher and/or complainant. This resolution will be reported on the complaint form;
4. If, in the opinion of the supervisor, the matter should become a part of the licensed employee's personnel file, it shall be entered, consistent with applicable provisions of the employee's collective bargaining agreement. In any case, the employee will have the opportunity to make a written response to the report;
5. If the supervisor does not judge the complaint to have merit or if the above process is not initiated, the complaint shall be dismissed and no record shall be made in the personnel file;
6. The supervisor will respond in writing to the complainant of the final resolution of the complaint no later than 10 working days after the final resolution is reached;
7. If the complainant is not then satisfied, he/she may request a meeting with the Board. Such meeting will be in executive session unless as prescribed by law, the employee requests an open session.