

Staff Complaint Procedures

The following steps are established for staff complaints:

1. Complainant(s) may request a private conference with the superintendent for the purpose of registering a complaint. The superintendent will ask the complainant(s) if they have discussed the substance of the complaint at the lowest possible level – that is, with the person(s) most directly involved.
2. If no such discussion has taken place, the superintendent will instruct the complainant(s) to pursue such a conversation. If such a discussion has taken place but the problem persists, the superintendent will ask the complainant(s) to sign the attached staff complaint form. Once the signed complaint is presented to the superintendent, he/she will afford the complainant(s) a private conference.
3. A copy of the signed staff complaint form will be given to the respondent(s). It will also be given to other person(s) who occupy a position to remedy and/or address the complaint.
4. When delivering the staff complaint form, the superintendent will hold a private informal conference with the respondent(s) named in or associated with the complaint.
5. If the problem has not been resolved after steps 1-4, the superintendent will do any or all of the following: a) have a second private conference with the complainant; b) have a second private conference with the person(s) named in or associated with the complaint; c) have a private conference with all involved persons present.
6. If any or all of the above steps have not produced a satisfactory conclusion to the complaint, the superintendent will decide on remedies and issue instructions to effect these remedies. If the superintendent is the respondent, then the complainant, the Board chair and the superintendent shall hold a meeting to seek a remedy.
7. If the superintendent cannot bring the matter to a conclusion, the complainant(s) may pursue the matter further by requesting a hearing in executive session at the next regularly-scheduled Board meeting. At this meeting, complainant(s) may ask that the problem receive further study and may present timely pertinent facts, make concise explanations and clarify the issue(s) and/or action(s) in question. Failure of the complainant(s) to appear at the specified Board meeting will terminate the complaint procedure.
8. Board action is binding and final in this complaint procedure.

Staff Complaint Form

The nature of my (our) complaint is:

The following people are involved:

I/We understand that by filing this “Staff Complaint” with the superintendent, that a copy of this complaint will be sent to the “people involved”.

Complainant’s(s) Signature(s) and Dates:

Action by Superintendent:
