

PERSONNEL

Resolution of Employee Complaints

The following procedure has been established for resolving a complaint filed by an employee. At any meeting held pursuant to the complaint process, the employee making the complaint may be accompanied by a representative if the employee so chooses.

1. Step One

The employee must present the complaint in writing to his or her immediate supervisor within ten (10) school business days of the occurrence of the action or incident in question. The written complaint must contain:

- A. The facts upon which the complaint is based;
- B. A reference to the policies of the district which have allegedly been violated; and
- C. The remedy sought.

The employee shall discuss this complaint with his or her immediate supervisor and the parties will attempt to reach a resolution. If the employee is not satisfied with the step 1 resolution, he or she may appeal the complaint in writing to the superintendent (step 2). If the written appeal is not received in the superintendent's office within ten (10) school business days of the step 1 meeting, the complaint shall be deemed waived.

2. Step Two

The superintendent or designee shall meet with the employee within ten (10) school business days of receipt of the appeal. The time to hold the meeting may be extended up to ten (10) additional school business days if necessary.

The superintendent or designee shall render a written decision regarding the appeal within ten (10) school business days of the appeal meeting, or notify the employee that more time is necessary to gather additional information in order to address the complaint.

If the employee is not satisfied with the step 2 resolution, or if more than forty-five (45) school business days have passed since the step 2 meeting, the employee may appeal the complaint in writing to the board of directors (step 3). If the written appeal is not received in the superintendent's office within five (5) school business days of the step (2) decision, or within forty-five (45) school business days of the step (2) meeting if no written decision is issued, the complaint shall be deemed waived.

3. Step Three

If the employee appeals his or her complaint to the board of directors, the board shall hold a hearing within twenty (20) school business days to hear the appeal of the step 2 decision. The time to hold the meeting may be extended up to ten (10) additional school business days if necessary. If the complaint is against another administrator or employee, that person will be invited to attend the meeting with a representative if he/she so chooses and present information to the board. The board shall issue a written decision within thirty (30) school business days of the complaint hearing. The decision of the board of directors shall be final and binding.