

The purpose of these complaint procedures is to resolve, at the lowest possible level, complaints of employees which may arise from time to time regarding their working conditions. Any matter brought under a grievance procedure of a negotiated agreement shall not also be brought under the procedures of this policy.

Any employee with a complaint regarding his/her working conditions shall first discuss such complaint with his/her immediate supervisor in an attempt to resolve the matter informally. The immediate supervisor should be informed of the complaint within ten (10) calendar days of the event giving rise to the complaint, and the supervisor shall attempt to meet with the employee within ten (10) calendar days of being so notified.

If the matter is not satisfactorily resolved, the employee shall file a written complaint with the immediate supervisor, which should be filed within ten (10) calendar days following the discussion with the immediate supervisor. The immediate supervisor shall attempt to indicate the disposition of the complaint in writing within ten (10) calendar days of the filing of the complaint.

If the employee feels that the matter is not satisfactorily resolved, he/she may file the written complaint and the supervisor's disposition with the superintendent. The complaint should be filed within ten (10) calendar days of the disposition by the supervisor. The superintendent shall attempt to meet with the employee within ten (10) calendar days of being so notified and shall then attempt to indicate the disposition of the complaint in writing within ten (10) calendar days of the meeting.

If the employee feels that the matter is not satisfactorily resolved, the employee may request to appear before the board by filing the written complaint and the written dispositions with the board secretary and ask for a place on the agenda. The board secretary shall place the item on the board's agenda. The employee may appear at the board meeting and discuss the matter with the board. The administrative staff may also discuss the matter with the board. The board may refuse in its sole discretion to take action on the complaint, or the board shall decide the matter as soon as practicable and the board secretary shall communicate the board's decision to the employee. If the board declines to decide the matter, the disposition of the superintendent or his/her designee shall be final.

All investigations, handling or processing of any complaint shall be conducted so as to result in no interference with or interruption of work activities.

Employees alleging improper discrimination or harassment should file a complaint following the specific procedures established for such complaints, as found in the board's policies.

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