

2405 Staff Concerns and Complaints 2405

A “concern” or “complaint” is defined as an alleged violation of Board policies or administrative procedures that apply to all employees. The process designated for the resolution of “grievances” is established in the collective bargaining agreements, if applicable.

The procedure to be followed by an employee regarding a personal concerns or complaints is to discuss the matter in a personal conference with the School Principal or with the immediate supervisor directly in charge. When the nature of the concerns or complaints dictates otherwise, the employee is always entitled to present his/her concerns or complaints to a higher supervisor. When the employee so decides, the initial conference on the concerns or complaints may be held with the Superintendent of Schools, or an unsatisfactory result of an interview with another supervisor may be appealed to the Superintendent of Schools.

Specifically, in order to promote efficiency, the following guidelines should be followed:

1. All personnel employed by the District shall be responsible to the Board through the Superintendent. No dispute or other personnel issue shall be brought to the Board without first having gone to the Superintendent for determination. No personnel issues will be brought to the Board unless the affected employee has a right to a hearing before the Board, as established by law or collective bargaining agreement.
2. No dispute or other personnel issue shall be brought to the Superintendent without first having been presented to the building Principal for determination.
3. Building personnel working under the immediate direction and/or supervision of someone other than the building Principal will inform their immediate superior of any dispute of personnel issue s/he intends to bring to the principal.

It is expected that concerns or complaints will be resolved satisfactorily through these procedures. Unless the affected employee has a right to a hearing before the Board, administrative decisions shall be final. An employee’s failure to adhere to such decision or directive may be considered insubordination and may lead to adverse employment action.

Adopted: 3/1989

Revised: 6/2007, 8/2016