

STAFF COMPLAINTS

FILE: GBN-R1

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- I. All complaints shall be submitted in accordance with the process established in policy GBN, and all decisions concerning written complaints shall be delivered in writing.
 - II. Complaints Against School Personnel
 - A. The individual to whom the complaint is submitted shall meet with the complainant within a reasonable time not to exceed thirty (30) days and adjudicate the complaint after contacting witnesses and seeking such information as necessary.
 - B. The individual employee involved shall be advised of the nature of the complaint and shall be given every opportunity for explanation, comment, and presentation of the facts.
 - C. A written decision shall be issued to the complainant and the person to whom the complaint was lodged within a reasonable period of time not to exceed fifteen (15) days. The person making the decision may also provide a copy of the complaint and their decision to their immediate supervisor.
 - III. Complaints Concerning the Application of a Practice, Policy, Procedure, Regulation, or Law
 - A. When an individual believes that a practice, policy, procedure, regulation, or law is misinterpreted, misapplied, or not applied, a complaint may be filed in accordance with policy GBN.
 - B. The individual to whom the complaint is submitted shall meet with the complainant within a reasonable time not to exceed thirty (30) days and adjudicate the complaint after contacting witnesses and seeking such information as necessary.
 - C. A written decision shall be issued to the complainant within a reasonable period of time not to exceed fifteen (15) days. The person making the decision may also provide a copy of the complaint and their decision to their immediate supervisor.
 - IV. Appeals
 - A. Appeals from any decision may be made to the next level of supervision providing that such appeal is made within thirty (30) days. All appeals must be made in writing and include all lower level decisions and documentation.
 - B. The superintendent may direct that a decision of a supervisors will constitute the decision of the superintendent. If the superintendent decides to personally review the matter, he may or may not conduct a hearing or interview the parties involved. The procedures used in any hearing or interview before the superintendent will be established by the superintendent at his discretion depending upon the nature of the issue to be addressed.
 - C. Board members shall not be involved in the process unless and until a proper appeal is made to the Board.
 - D. Appeals to the elected board shall only be permitted in accordance with law.

Board Reviewed 12/12/17	Superintendent Approved 12/12/17
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