

Staff Formal Complaint Procedures

Complaint Definition:

A "complaint" shall be defined as an alleged misapplication of the district's policies, regulations, rules or procedures. Procedures for the resolution of employee complaints provide a route of appeal through administrative channels and to the Board, if necessary. If the complaint is related to discrimination or harassment, the district's procedure for complaints concerning discrimination should be used.

Formal Complaint Procedure - Step 1

If a complaint has not been satisfactorily resolved by informal procedures, the complainant may file a written complaint with the immediate supervisor or principal within 60 days of the act or event which is the subject of the complaint.

Within five working days of receiving the complaint, the immediate supervisor or principal shall conduct any necessary investigation and meet with the complainant in an effort to resolve the complaint.

The immediate supervisor or principal shall present all concerned parties with a written answer to the complaint within ten working days after the meeting.

Formal Complaint Procedure - Step 2

If a complaint has not been satisfactorily resolved at Step 1, the complainant may file the written complaint with the Superintendent or Principal within five working days of receiving the answer at Step 1. All information presented at Step 1 shall be included with the complaint, and the immediate supervisor or principal shall submit to the Superintendent or Principal a report describing attempts to resolve the complaint at Step 1.

Within five working days of receiving the complaint, the Superintendent or Principal shall conduct any necessary investigation and meet with the complainant in an effort to resolve the complaint.

The Superintendent or Principal shall present all concerned parties with a written answer to the complaint within ten working days after the meeting.

If a complaint has not been satisfactorily resolved at Step 2, the complainant may file a written appeal to the School Board within five working days of receiving the answer at Step 2. All information presented at Steps 1 and 2 shall be included with the appeal, and the Superintendent or Principal shall submit to the Board a report describing attempts to resolve the complaint at Step 2.

An appeal hearing shall be held at the next regularly scheduled Board meeting which falls at least 12 days after the appeal is filed. This hearing shall be held in executive session if the complaint relates to matters properly addressed in executive session.

Staff Formal Complaint Form: Step 1

Date: _____

Name: _____

Village Location: _____

State your complaint. Please describe your concern in detail and how it shows a misapplication of the district's policies, regulations, rules or procedures. Please list the names of anyone else involved (please use an additional page if necessary).

What is your desired resolution?

Staff Signature: _____ **Date:** _____

To be completed by supervisor receiving complaint:

Form received by: _____

Date: _____

School Board Complaint Written Appeal

If a complaint has not been satisfactorily resolved at Step 2, the complainant may file a written appeal to the School Board within five working days of receiving the answer at Step 2.

An appeal hearing shall be held at the next regularly scheduled Board meeting which falls at least 12 days after the appeal is filed. This hearing shall be held in executive session if the complaint relates to matters properly addressed in executive session.

Date: _____

Name: _____

Village Location: _____

Questions

Check if Completed

This form is being submitted within five working days of receiving the answer at Step 2.

Attached to this complaint form is all information presented at Step 1 and 2.

Please list any information you wish to add to your complaint from step 1 or 2:

Staff Signature: _____ **Date:** _____

To be completed by supervisor receiving complaint:

Form received by: _____

Date: _____