

STAFF CONCERNS/COMPLAINTS/GRIEVANCES
(Complaint Form)

Date: _____ Complainant Name: _____
PLEASE PRINT

School: _____ Complainant Phone #: _____ or _____

Complainant Address: _____

Brief description of alleged concern/complaint/grievance:

Have initial attempts for resolution been made at the lowest possible administrative level?

☐ Yes* ☐ No – please refer to “Staff Concerns/Complaints/Grievances” procedures on back

*Date	Parties involved: (name, position, building)	Result

Date(s) alleged event/situation occurred:

Name(s) of witness(es) to alleged event/situation:

Name(s) of others affected by the alleged event/situation:

Summary of alleged event/situation:

Complainant's suggestion(s) regarding *method* of resolving the complaint:

Describe any corrective action you wish to see taken with regard to the alleged event/situation and/or provide other information relevant to this complaint:

Signature of Complainant- *This form should be submitted to the lowest possible administrative level following the chain of command*

Date

Signature of Receiving Employee

Date

Signature of Building Administrator

Date

The employee may choose a person to assist him or her at any step of the grievance procedure. Any costs resulting from such assistance shall be the employee's responsibility.

Individual or group grievances of employees shall be filed within 30 working days of the incident that is the subject of the grievance. Any grievance filed outside of this timeline shall not be considered pursuant to this regulation. A grievance shall be resolved as follows:

Step 1. The grievance shall first be presented in writing to the persons having direct administrative or supervisory responsibility over the work of the employee involved in the grievance. The written grievance shall: (1) explain the specific incident that is the subject of the grievance in sufficient detail; (2) include a description of prior attempts to resolve the matter and the results of these attempts; and (3) discuss the reasons why the employee(s) is/are not satisfied with the prior results. The supervisor or administrator shall render a written decision within 10 working days.

Step 2. If the grievance is not solved at Step 1, the employee(s) may present the written grievance to the director of personnel who shall review the grievance and the report from Step 1 and render a written decision within 10 working days of receipt of the report from Step 1.

Step 3. If the grievance is not solved at Step 2, the employee(s) may present the written grievance to the superintendent who shall conduct a hearing within 10 working days of receipt of the report from Step 2 and shall render a written decision within 10 working days of the hearing.

Step 4. If the grievance is not solved at Step 3, the employee(s) may file a written request for review by the Board of Education, which will be held within 15 working days of receipt of the report from Step 3. The Board's review of the grievance may be held in executive session at the request of the employee(s), the superintendent or the Board. The decision of the Board shall be final and shall be made in writing within 15 working days of the Board's review.

Notwithstanding the steps of the grievance procedure described above, an employee may discuss any problem at any time with any district supervisor or administrator.