

CLASSIFIED EMPLOYEES GRIEVANCE PROCEDURES

If an employee claims a board policy, or an administrative rule has been violated, within five (5) days of the alleged violation the individual will first discuss the complaint with his/her immediate supervisor. If the complaint is unresolved at the supervisory level, the employee will discuss the complaint with the building principal. If the complaint is not resolved, the employee will next place the complaint in writing within five (5) days of the discussion with the principal, and discuss it with the superintendent. If the complaint continues ten (10) days following the discussion with the superintendent, the employee may ask to have the item placed on the agenda for the next meeting of the board.

The decision of the board will be final.

The purpose of this procedure is to resolve all complaints at the lowest possible administrative level.

Cross Reference: 402.5 Public Complaints About Employees

Adopted: 7/11/1988
Reviewed: 1/10/2022
Revised: 1/10/2022