

STAFF COMPLAINTS

FILE: GBN

Purpose:

To establish a procedure to resolve staff complaints.

Definitions:

Grievance – an alleged violation of the terms of a negotiated agreement.

Complaint – a request for the resolution of a perceived wrong related to the actions of others or an interpretation or application of a practice, policy, procedure, regulation, or law.

Policy Statement:

The Board of Education is committed to being responsive to staff complaints and intends to provide a process with which to address differences or problems as expeditiously and satisfactorily as possible. The Board of Education places trust in its employees. In the performance of their duties employees should be protected from unnecessarily spiteful, unfair, or negative allegations. Complaints which cannot be resolved informally will be considered only if made and presented in writing to the complainant's immediate supervisors. The failure to correctly fill out a complaint form shall not interfere with the resolution or response to the complaint. When a complainant's concern pertains to his or her immediate supervisor, the complaint shall be submitted in writing to Human Resources. If the immediate Supervisor is Chief Administrative Officer, the complaint shall be submitted to the Superintendent.

Legal Reference			
Policy History	Adopted	Reviewed	Revised: June 15, 1993 Feb. 18, 2014, 1 st Reading March 11, 2014, 2 nd Reading July 18, 2017, 1 st Reading (Tabled) Sept. 12, 2017, 1 st Reading Oct. 10, 2017, 2 nd Reading Dec. 12, 2017, 1 st Reading Jan. 9, 2018, 2 nd Reading Oct. 14, 2025, 1 st Reading Nov. 11, 2025, 2 nd Reading