

STAFF COMPLAINTS AND GRIEVANCES

Procedures

All employees may file a complaint and/or grievance with district administration pursuant to Board policy and the following procedure.

Complaint and/or Grievance -- An employee's assertion that he or she is adversely affected by a violation, misinterpretation or misapplication of a published district policy or regulation, or of an employee handbook, employee contract or existing law. Complaints relating to discrimination or harassment will be resolved in accordance with policy AC.

According to Board policy, this administrative procedure shall not apply to complaints for which state law established a procedure for obtaining a Board hearing. In addition, complaints about non-renewal of a probationary teacher's contract, or about any official Board action, shall be directed to the Board; and a hearing on the same, unless required by state law, shall be discretionary with the Board. Complaints concerning evaluations, except those which lead to loss of pay, will be excluded.

Complaints will be processed according to the step-by-step procedures outlined below.

A. **Working Site Level** (Step 1)

1. A complaint will be presented orally and informally to the immediate supervisor. If the complaint is not promptly resolved, it will be reduced to writing and submitted to the immediate supervisor.
2. Within five (5) workdays of receiving the written complaint, the immediate supervisor will render a decision in writing to the complainant and the person or persons originally involved in the complaint.

B. **Site Level** (Step 2) (This stage may be omitted if the principal or designee serves as the immediate supervisor at Step 1 or if the employee is not under the supervision of a building principal.)

1. Within five (5) workdays after receiving the decision at Step 1, the complainant may appeal the decision in writing to the principal or designee.
2. The principal or designee will, within ten (10) workdays of receipt of the appeal, investigate and render a decision in writing to the complainant, immediate supervisor and to the person or persons originally involved in the complaint.

FILE: GBM-AP
Basic

C. **District Level (Step 3)**

1. Within five (5) workdays after receiving the decision at Step 2, the complainant may appeal the decision in writing to the superintendent or designee.
2. The superintendent or designee will, within ten (10) workdays of receipt of the appeal, investigate and render a decision in writing to the complainant, the principal/designee or immediate supervisor and to the person or persons originally involved in the complaint.

D. **Governing Board Level (Step 4)**

1. Within five (5) workdays after receiving the decision at Step 3, the complainant may appeal the decision to the Board of Education. An employee's entitlement to a hearing before the Board, and the details for how that hearing will be conducted, will be determined by Board policy.

* * * * *

Note: The reader is encouraged to review policies and/or forms for related information in this administrative area.

Implemented: March 19, 2008

Revised:

Boonville R-I School District, Boonville, Missouri