

Lower Merion School District

Policy No.:

426

Section:

PROFESSIONAL EMPLOYEES

Title:

COMPLAINT PROCEDURE

Date Adopted:

7/25/88

Date Last Revised:

426 COMPLAINT PROCEDURE

To establish reasonable and effective means of resolving difficulties which may arise among employees and to establish and maintain recognized two-way channels of communication between supervisory personnel and professional employees.

A “complaint” shall mean any unresolved problem concerning application or interpretation of the policies, rules or regulations of the Board of School Directors or of administrative regulations.

A. Proper and equitable solutions to complaints shall be pursued at the lowest possible level.

B. There shall be an orderly procedure within which solutions to complaints may be pursued.

C. There shall be no reprisals of any kind against any employee or a representative of the employee because of participation in a complaint.

D. This policy shall not apply to those complaints for which resolution procedures are specifically set forth in other policies, rules or regulations of the Board of School Directors or administrative regulations.

The Superintendent shall prepare and administer a complaint procedure which shall be approved by the Board of School Directors.