

RESOLUTION OF STAFF COMPLAINTS

TO: Superintendent

Date: _____

Name of person(s) or program complaint is made against: _____

Description of complaint and policy/procedure, which have allegedly been violated - please include names, dates, and places: _____

Remedy Sought? _____

	YES	Name	Date
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Have you discussed the complain with employee?	_____	_____	_____
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Principal?	_____	_____	_____
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Result of discussion(s)	_____	_____	_____
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I understand that:

Step One: The staff member will present the complaint in writing to his/her immediate supervisor within 15 calendar days of the action or incident that gave rise to the complaint. If the complaint is against an administrator or another staff member, such individual may be present at the meeting to present the facts as he/she sees them.

Step Two: The superintendent/designee will, within 10 calendar days of the receipt of the complainant's written appeal, meet with that staff member to hear his/her claim. If the complaint is against an administrator or another staff member, such individual may be present at the hearing to present the facts as he/she sees them.

Note: Failure to submit a written complaint within the timeline specified will result in waiver of the complaint.

Printed Name(s)

Signature(s)

(You may use additional pages to describe your complaint more fully if you so desire.)