LENAPE TECHNICAL SCHOOL

SECTION: ADMINISTRATIVE EMPLOYEES

TITLE: COMPLAINT PROCESS

ADOPTED: February 15, 2007

REVISED:

326. COMPLAINT PROCESS

1. Purpose

Effective management of school operations requires reasonable and effective means of resolving conflicts that may arise among management level employees. This policy is established to reduce potential areas of disagreement, and to establish and maintain recognized channels of communication among administrators, the Administrative Director, and Joint Operating Committee.

2. Authority

The purpose of this Policy is not to preclude an administrator from taking a concern to the Joint Operating Committee. The intent is that there be an opportunity for the concern or complaint to be initially addressed at the administrative level.

3. Definition

Complaint - any unresolved problem concerning application or interpretation of state laws or regulations, policies or rules of the Joint Operating Committee, or administrative procedures; or complaints concerning fellow administrators. Complaints concerning sexual harassment, however, are to be processed pursuant to the Unlawful Harassment/Sexual Harassment Policy No.348.

4. Guidelines

Level One - Administrative Director/Designee

A complaint shall initially be presented to the Administrative Director. The complaint should be discussed in a private, informal conference between the parties involved.

The Administrative Director may require that a complaint be formally reduced to writing.

The Administrative Director may hold as many meetings with the parties as is necessary to gather all facts, attempt to resolve the complaint, and/or render a decision.

The Administrative Director shall communicate his/her decision to the affected parties.

	Level Two - The Joint Operating Committee If the Complainant is not satisfied with the Administrative Director's decision, the administrator may request that the complaint be presented to the Joint Operating Committee. Depending upon the substance of the complaint, the Joint Operating Committee shall address the matter in either open session or executive session. Miscellaneous Provisions Should the complaint involve employee misconduct, the Administrative Director shall follow the Disciplinary Procedures/Employee Incident Report Policy No.317, which concerns notifying the Joint Operating Committee.