

## CHAPTER 6.00: HUMAN RESOURCES

### COMPLAINTS AGAINST EMPLOYEES

6.40

- I. Anyone who has a complaint about a Daleville City School System employee may submit his/her written complaint to the principal of the school where the employee works. Such a person is referred to herein as the “complainant.”
- II. The complainant should identify himself/herself, describe in detail the matter complained of, include the remedy sought, and submit the complaint in writing.
- III. No action, including a letter to the employee’s personnel file, shall be taken by the administrative staff or the Daleville City Board of Education on the basis of a complaint, unless the matter is first reported to the employee, and he/she is furnished with a written copy of the complaint.
- IV. The principal shall review the initial complaint and make all reasonable efforts to resolve the matter in a fair and reasonable manner. The principal shall communicate the resolution to the complainant.
- V. In the event that the complainant is not satisfied with the principal’s resolution, the complainant may, within ten (10) days, deliver a written appeal to the Superintendent explaining why they disagree with the principal’s resolution and what further remedies are being sought.
- VI. The Superintendent shall schedule a conference with the complainant and the employee to hear from both sides. Either party may bring a representative to the conference.
- VII. After such conference, the Superintendent shall notify both parties in writing of his/her conclusions and resolution of the matter.
- VIII. If the complainant is not satisfied with the Superintendent’s resolution, he/she shall have the right to appeal the Superintendent’s decision to the Daleville City Board of Education, provided request for placement on Board agenda is filed within ten (10) days. The Board will schedule a time to hear the complainant’s appeal and may request further written submissions in order to reach a final decision. The Board’s decision on resolving the matter shall be final.

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**STATUTORY AUTHORITY:**

**CODE OF ALABAMA  
16-1-30**

**LAW(S) IMPLEMENTED:**

**CODE OF ALABAMA  
16-12-3, 16-22-14,  
16-4-8**

**ALABAMA ADMINISTRATIVE PROCEDURE ACT:**

**290-1-2-.01(1)**

**HISTORY:**

**ADOPTED: October 18, 2006  
REVISION DATE(S): July 21, 2010  
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