

**Recommended**

**WASHINGTON CENTRAL UNIFIED  
UNION SCHOOL DISTRICT**

**Board of Directors' Policy**

<b>POLICY:</b>	<u><b>B22</b></u>
<b>WARNED:</b>	<u><b>2.14.20</b></u>
<b>ADOPTED:</b>	<u><b>3.4.20</b></u>
<b>EFFECTIVE:</b>	<u><b>3.15.20</b></u>

**PUBLIC COMPLAINTS ABOUT PERSONNEL**

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**Policy**

It is the policy of the Washington Central Unified Union School District to see that complaints about school personnel are considered in a timely process that is fair to all parties. The district places trust in its employees and desires to support their actions so that employees are freed from unnecessary, spiteful, or unjustified criticism or complaints.

**Resolving Complaints**

Any individual with a complaint about a district employee shall be encouraged to first bring a complaint to the district employee concerned. If the problem cannot be resolved with the district employee concerned, it should be brought to the attention of the district employee's immediate supervisor or administrator. The complaint should be in writing stating the issues and supporting facts. The district employee involved shall be given a reasonable opportunity for explanation, comment, and presentation of the facts as they see them. If unclear about "chain of review," please check with the building principal.

If the issue is not resolved by involvement of the immediate supervisor, the complainant may refer the issue to the principal of the school where the district employee primarily works for the principal's review and decision. If the principal's review does not lead to a satisfactory resolution, the complainant may submit the issue to the superintendent for review and decision. At each review step, if the complainant submits any additional information or argument, all of which must be in writing, to a reviewing administrator, the involved district employee shall have three business days in which to respond to the submission. The district shall provide copies of any written material to the other party involved in the dispute immediately.

In cases of alleged discrimination, the complainant should follow the procedures accompanying anti-discrimination policy.

**Appeal to the Board**

If the above steps do not resolve the dispute, either party may request a session of the board for the purpose of reviewing the superintendent's decision. If the school board decides to hear the appeal, it shall invite all parties involved including the appropriate school and district administrators to attend a meeting for purposes of presenting facts, making further explanations, and clarifying the issue. The board shall conduct such meetings in a fair and just manner and shall render a decision.

It is the intent of the board that the rights of employees under collective bargaining agreements and Vermont law be protected through the administration of this policy.

*Legal Reference(s):* 16 V.S.A. §1752 (Suspension, dismissal)  
1 V.S.A. §§310 et seq. (Open meetings)