

## Board of Trustees

## Douglas County School District      CERTIFICATED STAFF

### POSITIVE ACTION REVIEW - ADMINISTRATIVE PERSONNEL

It is the policy of the Board to develop and practice reasonable and effective means of resolving difficulties that may arise among employees and to establish and maintain recognized two-way channels of communication.

The following procedure is intended to provide a workable and effective process for the expeditious and equitable settlement of administrator complaints. An administrator who processes a complaint by the following procedure shall be assured freedom from restraint, coercion, discrimination, or reprisal. The administrator may request representation from the association at any time during this process. Attorney representation will require prior notification to the District in order that the District's attorney may also be present at the meeting. All attorney fees are the responsibility of the individual parties.

Step 1 - The administrator shall address her/his concern with her/his immediate supervisor within five business days of knowing or when she/he should have known of the issue.

Step 2 - If the issue is not resolved at Step 1, any question or problem regarding the rights or duties of an administrator shall be made known in writing to her/his immediate supervisor not later than 15 business days after the disputed issue was known or should have been known to the administrator. Step 2 is waived for administrators reporting directly to the Superintendent

Step 3 – In the event a written satisfactory solution is not reached within 15 business days, the administrator may request a conference with the Superintendent.

Step 4 – If a satisfactory solution is still not reached within 15 business days, the administrator may request that the problem be heard by the Board of Trustees. The decision of the Board of Trustees shall be final and binding on all parties.

Should the matter proceed to the Superintendent or the Board of Trustees, the issue in question must be submitted in writing and the problem must be set forth in detail.

Date Adopted: 08/12/80

Date Revised: 10/12/10

Date Revised: 03/12/13