

# **CAMBRIAN SCHOOL DISTRICT**

## **Board Policy**

**Procedure 4144**  
Adopted: March 26, 2002  
Page 1 of 2

### **PERSONNEL**

#### **Employee Complaints**

A “complaint” shall be defined as an alleged misapplication of the policies and/or regulations of the District as set forth in this manual. Procedures for a complaint are established by the administration and provide a route of appeal through channels to the Board, if necessary. Complaints and other matters for which a specific method of review is provided by law, by the policies of the Board, or Board adopted regulations, or by the administrative regulations and procedures of this District are not within the scope of the procedure of grievances as defined in the employee agreement.

#### Procedure for Employee

A. The official path of communication in dealing with complaints is as follows:

1. Employee should confer about information, questions, complaints, and problems with their immediate supervisor or school principal.
2. If the situation is one that can be handled at the immediate supervisor level, the supervisor shall proceed to take whatever action is necessary and is authorized.
3. The immediate supervisor shall, in turn, inform the Superintendent of the situation and the action taken.
4. If, in the immediate supervisor’s judgment, the situation requires consultation with other administrative officers before taking action, the supervisor shall do so.
5. If the immediate supervisor desires joint meetings with the personnel concerned and the Superintendent, a request for such meetings shall be made by the supervisor.
6. If, in the immediate supervisor’s judgment, the situation should go directly to the Superintendent, the supervisor should consult with the Superintendent and turn the situation over to the Superintendent.

The Superintendent shall inform the immediate supervisor concerning the disposal of the situation.

7. The Superintendent shall refer any complaint filed first at his/her level back to the immediate supervisor for an initial decision, with the exception of harassment or discrimination complaints involving that supervisor.
8. An employee may appeal a decision by the immediate supervisor to the Superintendent. The Superintendent shall conduct an investigation and issue a written decision to both the employee and governing board.
9. If any party involved in (h) above is still dissatisfied with the decision rendered, he/she may submit to the Superintendent a request in writing for a conference with the governing board for its consideration.
10. If the governing board decides to authorize the conference, the Superintendent will arrange a time suitable to all parties. After the conference, the governing board shall render a decision that shall be final.