

Title: Personnel Complaints, Grievances and Termination Process

Employees who have a complaint or concern are encouraged to contact an immediate supervisor to discuss the matter informally. Concerns unresolved between the employee and his/her supervisor may be taken to the individual to whom the supervisor reports. If still unresolved, an employee may contact the Superintendent or designee who will meet with the employee and the employee's direct supervisor together to resolve the issue. In cases where the complaint is regarding his/her supervisor, the employee may begin this process by meeting with the individual's supervisor.

In matters involving possible termination and/or suspension of employment with or without pay, the District shall follow the procedures identified in the Employee Handbook and/or applicable law, or where no termination or suspension procedures exist, the following process may be followed.

Step 1. An employee subject to termination or suspension of employment for disciplinary reasons may meet with his/her supervisor accompanied by a representative of their choosing.

Step 2. The supervisor shall notify the employee in writing of his/her final recommendation either for reinstatement or termination or suspension of employment.

Step 3. If recommended for termination or suspension of employment, the employee may meet with the Chief of Human Resources to discuss the recommendation. The Chief of Human Resources shall notify the employee in writing of his/her final recommendation either for reinstatement or termination or suspension.

Step 4. If recommended for termination of employment, the employee may meet with the Superintendent of Schools to discuss the recommendation.

Step 5. If the Superintendent elects to recommend termination, such recommendation shall be made in writing to the Board of Directors with a copy to the employee. Employees shall have no rights to a hearing before the Board unless otherwise provided for by law. However, the employee may request the opportunity to speak to the Board concerning the matter. The decision of the Board shall be final.

This policy does not waive the District's right to employ certain employees as "at will" per

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Iowa law. Those employees may be subject to termination at any time for any reason or no reason.

When there are other more specific complaint procedures to be followed for a particular matter, such complaints should be made under those procedures as applicable.

Cross References:

401, 401.3, 421

Legal References:

Iowa Code, Chapter 20.18, 279.8

Approved: Nov. 17, 1987

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