

ARTICLE 6: COMPLAINTS PROCEDURE CONCERNING EMPLOYEE PERFORMANCE

~~A.~~ When a complaint about an employee's performance is received by the administration, there shall be an administrator-employee conference in each of the following circumstances:

- ~~1.~~ If the administrator places a record of a complaint received from a parent, citizen of the District, or staff member in the employee's personnel file;
- ~~2.~~ If the administrator uses the parent, citizen, or staff member complaint as a basis of a written judgment of the employee; or
- ~~3.~~ If, in the administrator's judgment, such parent, citizen or staff member complaint is sufficiently relevant to the employee's performance as to indicate the desirability of such conference.
- ~~4.~~ If a student complaint alleges that an employee has committed a criminal act. In such cases, the student shall be identified and a conference held within five working days unless prohibited because of an ongoing investigation by DHS and/or law enforcement. ~~Other s~~ Student complaints are not subject to the limitations contained in this Article.

AB. Only complaints from parents, citizens **community members, or staff members** of the District ~~or staff members~~ which have been discussed with the employee within 30 working days after the complaint is brought to the attention of the District, ~~(or student complaint as identified in Section A-4 above which has been discussed with the employee within five working days after the complaint is brought to the attention of the District)~~ may be used against the employee in any subsequent action brought by the District.

BC. The employee shall be notified if a substantive complaint is recorded in the employee's working file, personnel file or used as a basis of a written judgment of the employee, the name of the complainant shall be included in the written record and the employee shall have the right to review the record and attach a rebuttal to any claims.