

PERSONNEL

PERSONNEL CONCERNS

I. INTRODUCTION

- A. The resolution of personnel concerns is a primary responsibility in an organization. Failure to do so encourages poor morale. Every effort will be made by the administration and board of education to resolve problems in a fair and prompt manner.

II. PROCESS

- A. Personnel concerns are to be handled in relation to the appropriate chain of command. This is outlined as follows:
1. Report concern to immediate supervisor (principal, head cook, head custodian).
 2. If unresolved at this level report the concern to the building administrator.
 3. If unresolved at this level report the concern to the superintendent.
 4. If unresolved at this level report your concern to the Board Chairman or director that serves on the meet and confer committee.
 5. It is not appropriate to direct personnel concerns to the Board of Education unless the proper steps have been taken.
- B. Problems should be solved at the lowest level possible. Persons in authority will generally refer problems back to the appropriate level if the situation was not discussed at that point.
- C. Flow Chart