



Cache County School District Policy Series 7000: Community

Policy No. 7500 P1

Complaints Regarding District Personnel

This procedure establishes a lawful and consistent process for addressing complaints regarding district employees while protecting due process rights, confidentiality, and compliance with state and federal law.

Complaints alleging sexual harassment, discrimination, or civil rights violations shall be processed in accordance with the district's Title IX or civil rights grievance procedures, regardless of how the complaint is initially presented. Complaints involving finances and potential fraud shall also be submitted to the Business Administrator.

This procedure applies to complaints regarding the conduct or performance of district employees. Program-related complaints are addressed under Procedure 7500 P2.

Procedure

Step 1: Informal Resolution

When appropriate, patrons are encouraged to discuss concerns directly with the employee involved to resolve misunderstandings informally.

Exception:

Complaints alleging sexual harassment, abuse, discrimination, retaliation, or potential civil rights violations shall proceed directly to Step 2.

Step 2: Administrative Review

If the concern is not resolved at Step 1, or if an exception applies, the patron may contact the principal or program director.

- The administrator will assess the matter and consult with Human Resources.
- If disciplinary action may result, the patron may be required to submit the complaint in writing.

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Step 3: Human Resources Investigation

Complaints referred to Human Resources shall be investigated in accordance with district investigatory practices and applicable law.

- Receipt of a written complaint will be acknowledged within 10 business days.
- Investigations will be completed within a reasonable timeframe, typically not exceeding 30 work days, unless extended due to complexity, parallel legal obligations, or mandatory reporting requirements.

Further Clarification

1. Anonymous Complaints

Anonymous complaints may be reviewed at the district's discretion; however, anonymity may limit the district's ability to substantiate allegations or take corrective action.

2. Confidentiality

Personnel investigations are confidential. The district may confirm that an investigation has concluded but will not disclose specific findings or disciplinary actions, consistent with Utah law and employee due process rights.

3. Retaliation Prohibited

Retaliation against individuals who submit complaints or participate in investigations is strictly prohibited. Allegations of retaliation shall be reported to the Deputy Superintendent of Human Resources.

4. Finality and Appeals

Complainants do not have appeal rights regarding disciplinary outcomes involving individual employees unless required by statute, regulation, or contract. Investigations are final unless legitimate, compelling new information becomes available.

5. Records and Compliance

All investigations shall be documented and retained in accordance with district record retention requirements and applicable state and federal law.



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