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## Personnel Resolution of Staff Complaints

The following procedure has been established for resolving a complaint filed by a member of the staff:

### Step One

The staff member shall present the complaint in writing to his/her immediate supervisor within 15 days of the action or incident. The written statement of the complaint shall contain:

- A. The facts upon which the complaint is based as the staff member who is filing the complaint sees them,
- B. A reference to the policies of the district which have allegedly been violated, and
- C. The remedies sought.

The staff member shall discuss this complaint with his/her immediate supervisor. If the complaint is against an administrator or another staff member, such individual shall be present at the meeting to present the facts as he/she sees them. A sincere effort shall be made to resolve the complaint at this level. If the aggrieved person does not appeal the complaint to the superintendent within 10 days of the aggrieved person's meeting with his/her immediate supervisor, the complaint shall be waived.

### Step Two

The superintendent shall, within 10 days of the receipt of the complainant's appeal, meet with that staff member to hear his/her claim. If the complaint is against an administrator or another staff member, such individual shall be present at the hearing to present the facts as he/she sees them.

The superintendent shall render a decision regarding the appeal within 10 days of the appeal hearing. If the complainant does not appeal the superintendent's decision to the board through the superintendent within 10 days, the complaint shall be waived.

### Step Three

If the complainant appeals his/her complaint to the board as provided, the board shall hold a hearing within 10 days to hear the appeal of the superintendent's decision. At the appeal before the board, the complainant may be accompanied by counsel if the complainant wishes. If administrators or other staff are involved, they shall be present at the hearing to present the facts as they see them. The board shall, within 15 days of the complaint hearing, present its decision with respect to the complaint. The board's decision as representatives of the electorate of the district shall be considered final.

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