

Adopted November 13, 2001

STAFF COMPLAINTS

The Board will encourage the administration to develop effective means for resolving differences that may arise among employees and between employees and administrators; and establish and maintain recognized channels of communication between the staff, administration and the Board.

Complaint procedures should provide for prompt and equitable adjustment of differences at the lowest possible administrative level, and each employee should be assured opportunity for an orderly presentation and review of complaints and concerns. Channels established will provide for the following:

1. That employees may appeal a ruling of a principal or other administrator to the superintendent.
2. That all school employees may appeal a ruling of the superintendent.

COMPLAINT RESOLUTION PROCEDURE

Step 1

The Staff Member will meet with the Administrator to resolve the issue. If the issue is not resolved, the Staff Member shall put the complaint in writing and submit it to the Superintendent. A copy of the complaint will be given to the Administrator by the Superintendent. The Administrator may respond in writing.

Step 2

The Superintendent will meet with the Employee in an attempt to resolve the problem. If resolution is agreeable to the Employee, a report and implementation procedure will be made in writing by the Superintendent. If no agreement is reached, the Superintendent will render a decision in writing within ten (10) working school days. A copy will be given to the Employee and the Administrator. Within twenty (20) working school days, the Employee may go to Step 3 by writing to the Superintendent.

Step 3

The School Board will consider the complaint while meeting in executive session. The Superintendent will provide the Board with the file packet, which contains the complaint, Employee's response, Administrator's decision and the Superintendent's decision. At this hearing, the Employee will explain the complaint; the Superintendent will explain the administrator's response. The School Board will render its decision, which will be implemented by the Superintendent. The Employee may appeal this decision within ninety (90) days to the Circuit Court as per SDCL 13-46.

COMPLAINT RESOLUTION FORM

Name of Complainant

Address

Phone #

Please complete the following information and respond to all questions. Attach additional pages, if necessary.

Please state or describe your concerns, being as specific as possible as to times, events, people involved, etc.:

Please list or describe the action, which you feel is necessary or required to resolve this situation.

Signature

Date