

SECTION: CLASSIFIED EMPLOYEES

TITLE: COMPLAINT POLICY

ADOPTED: MARCH 18, 1996

REVISED:

# Lebanon School District

|              |                                                                                                                                                                                                                                                                                                                                                                                       |                                              |
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|              | 526. COMPLAINT POLICY                                                                                                                                                                                                                                                                                                                                                                 | 1                                            |
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|              |                                                                                                                                                                                                                                                                                                                                                                                       | 4                                            |
| 1. Purpose   | It is the policy of the Board to establish reasonable and effective means of resolving difficulties which may arise among employes, to reduce potential areas of complaints and to establish and maintain recognized two-way channels of communication between supervisory personnel and classified employes not otherwise covered by the terms of a collective bargaining agreement. | 5<br>6<br>7<br>8<br>9<br>10<br>11<br>12      |
| 2. Authority | <u>Staff Responsibility</u>                                                                                                                                                                                                                                                                                                                                                           | 13                                           |
|              | All staff members are responsible to the Superintendent.                                                                                                                                                                                                                                                                                                                              | 14<br>15<br>16<br>17                         |
|              | While staff members shall not be precluded from discussing problems with the Superintendent, the more usual procedure shall be to go directly to the employe's immediate supervisor.                                                                                                                                                                                                  | 18<br>19<br>20<br>21<br>22                   |
|              | Any staff member shall have the right to appeal a decision by his/her immediate superior, without prejudice, through regularly established channels of organization.                                                                                                                                                                                                                  | 23<br>24<br>25<br>26<br>27                   |
|              | Each member of the school staff shall be responsible for any material or information which s/he may release or cause to be released to the public. It shall, therefore, further be the responsibility of any such staff member to obtain proper clearance from the Superintendent for any such public distribution or release.                                                        | 28<br>29<br>30<br>31<br>32<br>33<br>34<br>35 |
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