

LUDLOW SCHOOL DISTRICT

POLICY CK

PUBLIC COMPLAINTS ABOUT PERSONNEL

Resolution of complaints about school personnel shall first be referred to the school administration for study and solution.

The district places trust in its employees and desires to support their actions in such a manner that employees are freed from unnecessary, spiteful, or unjustified criticism or complaints. The complainant shall be encouraged to first bring a complaint to the individual concerned. If the problem cannot be resolved with the individual concerned, it should be brought to the attention of the immediate supervisor or administrator. The complaint should be in writing stating the issues and supporting facts. The individual employee involved shall be given every opportunity for explanation, comment, and presentation of the facts as he/she sees them.

If the issue is not resolved by involvement of the immediate supervisor, the complainant may refer the issue to the superintendent for his or her review and decision.

In cases of alleged discrimination, the complainant should follow the procedures accompanying the Board Commitment to Non-Discrimination policy (BO).

In cases of alleged harassment, the complainant should follow the procedures accompanying the Harassment policy (CL).

If the above steps do not resolve the concern of the complainant, he/she may request a session of the board for the purpose of reviewing the superintendent's decision. All parties involved, including the school administration, shall be asked to attend such a meeting for purposes of presenting facts, making further explanations, and clarifying the issue. The board shall conduct such meetings in a fair and just manner. The board shall then render a decision.

It is the intent of the board that the rights of employees under collective bargaining agreements and Vermont law be protected through the administration of this policy.

DATE WARNED: September 10, 2003

DATE ADOPTED: September 18, 2003

DATE REVIEWED: _____

LEGAL REFERENCES: 16 V.S.A. §1751; 1 V.S.A. §312 et seq.

POLICY CROSS REFERENCES: Bd. Commit. to Non-Discrim.(BO); Harassment (CL)

PROCEDURE CROSS REFERENCE: Harassment (CL)