

PROCEDURE WSD105

WINOOSKI SCHOOL DISTRICT

PUBLIC COMPLAINTS ABOUT PERSONNEL

1. The complainant shall be encouraged to first bring a complaint to the individual concerned.
2. 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 at this point shall be in writing stating the issues and supporting facts. (A form is attached for this purpose.) The individual employee involved shall be given every opportunity for explanation, comment, and presentation of the facts as he/she sees them.
3. 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. The Superintendent shall hear all parties and issue a decision.
4. 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. This meeting shall be held in Executive Session, if the matter in question falls within the framework of 1 VSA§313. The Board shall conduct such meetings in a fair and just manner. The Board shall then render a decision.
5. 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.

Reviewed and Updated: August 16, 2004

WINOOSKI SCHOOL DISTRICT

PUBLIC COMPLAINTS ABOUT PERSONNEL FORM

1. Person bringing complaint: _____

2. Brief description of complaint including dates if applicable: _____

3. Person who complaint is about: _____

4. Please check one:

_____ I have discussed this complaint with the individual named in #3.

_____ I have not discussed this complaint with the individual named in #3.

5. Signature of person bringing complaint: _____

Date: _____

6. Person receiving this written complaint: _____

a) Immediate Supervisor: _____ Date: _____

b) Superintendent: _____ Date: _____

c) Board of School Trustees: _____ Date: _____