

Purpose

The purpose of these complaint procedures is to resolve, at the lowest possible level, complaints of employees which may arise from time to time regarding their working conditions.

Exclusion

Any matter brought under a grievance procedure of a collective bargaining agreement shall not also be brought under the procedures of this policy.

Procedures

Any employee with a complaint regarding his/her working conditions may first discuss such complaint with his/her immediate supervisor in an attempt to resolve the matter informally. The immediate supervisor should be informed of the complaint within 15 working days of the event giving rise to the complaint, and the supervisor shall attempt to meet with the employee within 15 working days of being notified. This informal step may be bypassed.

If the matter is not satisfactorily resolved, the employee may file a written complaint with the immediate supervisor. The complaint should be filed within 15 working days of the event giving rise to the complaint or within 15 working days following the discussion with the immediate supervisor. The immediate supervisor shall attempt to indicate the disposition of the complaint in writing within 15 working days of the filing of the written complaint.

If the employee feels that the matter is not satisfactorily resolved, he/she may file the written complaint and the immediate supervisor's disposition with the next level supervisor along with a request for further review. The request should be filed within ten working days of the disposition by the immediate supervisor. The next level supervisor shall attempt to indicate the disposition of the complaint in writing within 15 working days of the filing of the request for further review.

If the matter is not satisfactorily resolved, the employee may continue to file requests for further review through the chain of authority through the superintendent or designee. The same procedures and timelines as set forth above for review by a next level supervisor shall apply through the chain of authority through the superintendent or designee.

If the employee still feels that the matter is not satisfactorily resolved, the employee may request to appear before the Board of Education by filing the written complaint and the written dispositions with the Board of Education secretary and ask for a place on the agenda. The Board of Education secretary shall consult with the Board of Education president. The Board of Education president may direct that the matter be placed on the Board of Education agenda. If the Board of Education president declines to place the matter on the Board of Education

agenda, the superintendent or designee's decision shall be final. If the matter is placed on the Board of Education agenda, the employee may appear at the Board of Education meeting and discuss the matter with the Board of Education. The administrative staff may also discuss the matter with the Board of Education. Prior to the Board of Education meeting at which the matter will be discussed, the Board of Education Secretary should ascertain whether a closed session may be appropriate. The Board of Education may refuse in its sole discretion to take action on the complaint or the Board of Education shall decide the matter as soon as practicable, and the Board of Education secretary shall communicate the Board of Education's decision to the employee. If the Board of Education declines to decide the matter, the disposition of the superintendent or designee shall be final.

Non-interference

To the extent possible, all investigations, handling or processing of any complaint shall be conducted so as to result in no interference with or interruption of work activities.

Discrimination and Harassment Complaints

Employees alleging improper discrimination or harassment may bypass any step of these procedures which requires the employee to meet with the alleged perpetrator. The complainant may file the initial complaint with the compliance officer.

Date of Adoption: April 19, 1976 (effective July 1, 1976)

Date of Revision: May 8, 1989
November 11, 1996
November 25, 2002
September 8, 2008
April 22, 2013
August 8, 2016

**EMPLOYEE COMPLAINT FORM
CEDAR FALLS COMMUNITY SCHOOL DISTRICT**

Date Filed: _____

Name of Complainant: _____

Building: _____

Primary Number: _____

Primary Address: _____

_____ Home Telephone _____

E-mail: _____

Statement of Complaint (include specific statement of incident(s), dates, persons involved, witnesses, and any other pertinent facts):

Remedy Sought:

Date you held informal meeting with Immediate Supervisor (if applicable): _____

Signature of Complainant

Date

Date Received by Immediate Supervisor: _____

Response by Immediate Supervisor:

Signature of Immediate Supervisor

Date

I wish to have this reconsidered by the supervisor of my immediate supervisor.

Signature of Complainant

Date

Date Received by Next Level Supervisor

Date of Conference with Next Level Supervisor

Response by Next Level Supervisor:

Signature of Supervisor

Date

I wish to have this reconsidered by the Superintendent or designee.

Signature of Complainant

Date

Date Filed with Superintendent or Designee

Date of Conference with Superintendent or Designee

Response by Superintendent or Designee:

Signature of Superintendent or Designee

Date

I wish to have this matter placed on the Board of Education agenda:

Signature of Complainant

Date

Date Received by Board of Education Secretary: _____

Denied: _____
Board of Education President

OR

Placed on Board of Education Agenda for: _____
Date

Time

Disposition by Board of Education: