



Procedure 135

Concerns of Community Members Regarding Staff Members

Background

It is recognized that from time to time there will be misunderstandings or disagreements between individual members of the community and staff members. It is important that these be resolved as quickly, and as fairly as possible, in order that positive and productive relationships are maintained.

Procedures

1. Concerns regarding staff members at the community level shall be dealt with in the following manner:
 - 1.1 All concerns will be referred to the principal.
 - 1.2 The principal shall convene a meeting of the concerned individual, the staff member and himself/herself to seek a resolution. The meeting may include a facilitator or a translator.
 - 1.3 The principal shall provide the superintendent with a written report as to the area of concern and the resolution. The written report will accompany Form G341 Request for Investigation of a Complaint.
 - 1.4 The superintendent shall inform the Local School Board Committee of any actions and decisions undertaken.

2. Concerns regarding staff members in the central office shall be dealt with in the following manner:
 - 2.1 All concerns regarding staff members in central office shall be referred to the department supervisor.
 - 2.2 The supervisor shall convene a meeting with the staff member, the staff member's immediate supervisor, and himself/herself to discuss the matter and seek a resolution.
 - 2.3 The department supervisor shall submit a report to the superintendent. The written report will accompany Form G341 Request for Investigation of a Complaint.
 - 2.4 The superintendent shall inform the personnel committee or the board of any actions or decisions undertaken.