

COMMUNITY RELATIONS

AR 1312.1
(Yellow)

Complaints Concerning District Employees

To promote prompt and fair resolution of a complaint against an employee, the following procedures shall govern:

1. Every effort should be made to resolve a complaint at the earliest possible stage. Whenever possible, the complainant should communicate directly to the employee in order to resolve concerns.
2. If a complainant is unable or unwilling to resolve the complaint directly with the employee, the complainant may submit a written complaint to the employee's immediate supervisor or the principal, with a copy to the Director of Personnel.
3. The complaint must be submitted on the Complaint Against District Employee form. Complaints that do not contain specific factual allegations concerning the purported misconduct of the employee and the desired remedy will not be processed.
4. All complaints related to district personnel other than administrators shall be submitted in writing to the principal or immediate supervisor. If the complainant is unable to prepare the complaint in writing, administrative staff shall provide help. Complaints related to a principal or central office administrator shall be initially filed in writing with the Superintendent or designee. Complaints related to the Superintendent shall be initially filed in writing with the Governing Board.
5. A copy of the complaint shall be provided to the complainant and the subject employee.
6. The complaint must be filed not later than two months from the date the alleged misconduct occurred or two months from the date complainant knew or, in the exercise of reasonable care and diligence, should have known of the alleged misconduct.
7. A written complaint shall include:
 - a. The full name of each employee involved;
 - b. A brief but specific summary of the complaint and the facts surrounding it; and
 - c. A specific description of any prior attempt to discuss the complaint with the employee and the failure to resolve the matter.
8. If the complaint is referred to and is not resolved at the school site or department level, as the case may be, the Superintendent or designee shall conduct an investigation which may include a conference with the complainant, the employee, and the employee's supervisor(s). The Superintendent or designee shall complete the investigation within 30 working days from the date the claim was filed.

Within 20 working days thereafter, the Superintendent or designee shall render a decision concerning the merits of the complaint and the requested remedy, which shall be in writing, and served on both the complainant and the employee. The Superintendent or designee's decision shall be final, subject to any applicable provisions of existing collective bargaining agreements.

Regulation

Approved: August 28, 2006

Revised: February 7, 2007

San Luis Coastal Unified School District
San Luis Obispo, California