

K-1461 © **KEB-R**

REGULATION REGULATION

**PUBLIC CONCERNS / COMPLAINTS
ABOUT PERSONNEL**

Required Information

The following information concerning a complaint is required:

- The name(s) of the person(s) making the complaint.
- Whether the person(s) making the complaint represents an individual or a group. If a group is represented, information shall be provided about the nature of the group and the manner in which the group has reviewed and taken a position on the matter.
- Whether the person(s) making the complaint has discussed the problem with the employee in question.
- A summary of the complaint(s) and of the above three (3) items.

Processing of Complaint(s) Following

Written Summation

The complaint shall be presented to the employee toward whom it is directed, together with a suggested solution, personally and in writing, by the person(s) filing the complaint. It is the responsibility of the employee's supervisor to keep the Superintendent informed as the matter is reviewed at the various administrative levels.

The employee will have a minimum of five (5) working days in which to reply to the complaint at each administrative level at which the matter is reviewed.

If the complaint is not resolved between the originator of the complaint and the employee, the complaint shall be reviewed by the employee's supervisor. Until the matter is resolved, it may be reviewed at each successive administrative level.

The Superintendent shall be the final level of review.

**PUBLIC CONCERNS / COMPLAINTS
ABOUT PERSONNEL**

PUBLIC COMPLAINTS ABOUT SCHOOL PERSONNEL
(This Form to be submitted to the Employee's Supervisor)

Person against whom the complaint is made: _____

Employee's position _____ School/Dept. _____

Person(s) or group filing complaint _____

Complainant's address _____ Phone () _____
Cellular Phone () _____

Complainant's E-mail address _____

Date complaint is filed _____

Has problem been discussed with the employee's supervisor?

Yes No Date _____

Has problem been discussed with the employee's supervisor?

Summary of the charges (description of incident or event, including date, place, time, additional persons, alleged improper conduct, and suggested solution):

The projected solution

Indicate what you think can and should be done to solve the problem. Be as specific as possible.

Signature of Complainant

Date

The administration shall give one (1) copy to the complainant and shall retain one (1) copy for the file.