

# Washington West Supervisory Union Model Policy

## Policy D10

### D10: PUBLIC COMPLAINTS ABOUT PERSONNEL

#### Policy

It is the policy of the member district schools of the Washington West Supervisory Union: Fayston Elementary School, Harwood Union High School, Moretown Elementary School, Waitsfield Elementary School, Warren Elementary School, and the Waterbury/Duxbury Union School District (Crossett Brook Middle School and Thatcher Brook Primary School) to see that complaints about school personnel are considered in a timely manner that is fair to all parties.

#### Resolving Complaints

The complainant shall be encouraged first to bring a complaint to the individual concerned. 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 should be in writing stating the issues and supporting facts. The individual employee involved shall be given every opportunity for explanation, comment, and presentation of the facts as he/she sees them.

If the issue is not resolved by involvement of the immediate supervisor, the complainant may refer the issue to the Principal for his or her review and decision. In the event the Principal's review does not lead to a satisfactory resolution, the complainant may submit the issue to the Superintendent for review and decision.

In cases of alleged discrimination, the complainant should follow the procedures accompanying anti-discrimination policy (C6).

#### Appeal to the Board

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. If the Board decides to hear the request of the complainant, it shall invite all parties involved including the appropriate school and supervisory union administrators to attend a meeting for purposes of presenting facts, making further explanations, and clarifying the issue. The Board shall conduct such meetings in a fair and just manner and shall render a decision.

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.

Date Warned:	09.06.12
Date Adopted:	FES: 09.18.12; HUHS: 09.19.12; MES: 09.10.12; W-D: 09.11.12; WES: 09.17.12; WS: 09.19.12
Legal Reference(s):	16 V.S.A. §1752 (Suspension, dismissal) 1 V.S.A. §§310 et seq. (Open meetings)
Cross Reference:	Board Commitment to Non-discrimination (C6)