

## Personnel

### General Personnel Policies

#### Employee Complaint Procedures – Equal Employment

Any person who believes that the Watertown Unified School District has failed to follow employment nondiscrimination laws, or in some way has discriminated against an employee or applicant for employment in violation of the District's equal opportunity employment policy, may bring forward a complaint as outlined below:

##### Informal Procedure

Any person who believes he/she has a valid basis for a complaint shall attempt to resolve the complaint promptly by discussion with the building principal or his/her immediate supervisor. The principal or supervisor shall keep a record of the discussion. The building principal or supervisor shall reply to the complainant on his/her findings or action. If this reply is not acceptable to the complainant, he/she may initiate formal procedures according to the steps listed below.

If the employee/applicant feels that the individual to whom they are to appeal cannot be objective in assessing a possible violation of policy, they may appeal to the individual identified in the next step of this policy.

##### Formal Complaint Procedures

###### A. Administrative Review

Following appropriate efforts to resolve a concern at the building or supervisor level the concern may be submitted in writing to the Superintendent of Schools/designee within ten (10) working days. The Superintendent or an appointed individual will hold a meeting within five (5) working days after receiving the written concern. The Superintendent/designee shall upon review decide the merits of the concern, determine the action to be taken, if any, and report the findings and resolution of the issue to the complainant. In the event that the complaint involves the Superintendent of Schools, then the employee/applicant may file the written complaint directly with the President of the School Board, who will be responsible for processing the complaint.

The Board of Education shall be notified of written, signed complaints under review by the Superintendent/designee that have the potential of advancing to the Board.

###### B. Review/Hearing by Board of Education

If the complainant believes the complaint is not satisfactorily resolved by the Superintendent/designee, the individual may request in writing that the matter be reviewed by the Board of Education.

1. A written, signed complaint shall be submitted to the Board Clerk and to the Superintendent of Schools.

2. The Board shall conduct a hearing within the thirty (30) days of receiving the complaint. The individual(s) named in the complaint and appropriate administrator shall be notified in writing and advised of his/her right to be present at the hearing.
3. The administrator shall notify in writing the complainant(s), the individual(s) named in the complaint, and other concerned persons of the date and time established for the hearing.
4. The hearing shall be conducted in a matter that provides due process to all participants.
5. The Board Clerk will provide the findings/decision of the Board in writing to the participants.

Responses to discrimination complaints shall be made within applicable timelines established by law.

#### Maintenance of Complaint Records

The maintenance of complaint records is recommended for the purpose of documenting compliance. Records should be kept for each complaint filed and, at a minimum, should include:

1. The name and address of the complainant and his/her title or status.
2. The date the complaint was filed.
3. The specific allegation made and any corrective action requested by the complainant.
4. The name and address of the respondents.
5. The levels of processing followed, and the resolution, date and decision-making authority at each level.
6. A summary of facts and evidence presented by each party involved.
7. A determination of the facts, statement of the final resolution, and the nature and date(s) of any corrective or remedial action taken.
8. Records of complaints shall be maintained in accordance with state guidelines in the Human Resources Office.

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