

Regulation

ADMINISTRATIVE COMPLAINT PROCEDURE

A "complaint" is any problem or misunderstanding that may be settled between the parties involved.

The purposes of the complaint procedure are:

- A. To secure, at the lowest possible level, solutions to any problem or misunderstanding that may be settled between the parties involved; and
- B. For the resolution of complaints not covered by the grievance procedure.

The term "Board" is the Township of Union Board of Education.

"Teachers" will carry out all duties, assignments and directives of the board and superintendent while any complaint filed by the teacher is being processed.

Nothing herein contained shall be construed as limiting the rights of any teacher having a complaint from discussing the matter informally with any appropriate member of the administration, and having the complaint adjusted.

This procedure may be used for the resolution of complaints as described in this procedure. Any teacher who has an alleged complaint has the right to pursue its resolution through administrative channels. This process begins with (1) the person's immediate supervisor(s) and (2) proceeds through the superintendent's designee and (3) ends with the office of the superintendent, with the legal right of appeal to the board, the commissioner of education, the state board of education and finally the courts of competent jurisdiction.

If satisfaction is not gained from the immediate supervisor(s), then an appeal to the superintendent's designee shall be made within 15 school days of the action complained of or the alleged complaint shall be deemed abandoned. The superintendent's designee shall render a decision within five days after receiving the appeal.

An appeal to the superintendent shall be made within five school days after the decision of the Superintendent's designee. The superintendent shall render a decision within five days after receiving the appeal.

All decisions by the superintendent's designee and the superintendent shall be in writing.

The time limits specified may be extended by mutual agreement in writing.

Adopted: June 1999