

Procedure: Resolution of Complaints

If an employee has a problem or complaint, it is required that said employee shall have followed the procedure of first discussing the problem with the immediate administrative staff member to whom he/ she is directly responsible. If an employee has questions or concerns regarding employment or access rights under the Americans with Disabilities Act, he/she may contact the ESD 112 Administrator for Human Resources, designated as the Americans with Disabilities Act Coordinator.

If satisfaction is not secured at the above level, the matter should then be taken to the administrative staff member next in authority and finally to the Superintendent. When the matter is referred to higher authority, it should be done with the knowledge of the immediate administrative staff member to whom he/she is directly responsible. If the individual is not satisfied with the Superintendent's final decision, the employee may bring the matter to the attention of the Board of Directors by submitting such problem or complaint in writing and giving a copy to the Superintendent at least seventy-two (72) hours prior to a Board meeting. The employee may request to discuss the matter at the Board meeting in either open session or executive session. The Board of Directors will consider the matter in executive session at the next regularly scheduled meeting following the seventy-two (72) hour notice.