
RESOLUTION OF STAFF COMPLAINTS

1. Conference with the administrator responsible for the action or responsible for the operation in which the issue arose. All involved employees should attend. However, this is at the discretion of the administrator. The administrator may summarize the agreed to resolution in writing if it is necessary.
2. If resolution is not reached, a written request for a similar informal meeting may be submitted by a complainant to the superintendent. The superintendent or designee will convene the concerned parties for an informal conflict resolution meeting. The decision of the superintendent or designee is final.