

Public Complaints about Personnel-Procedure

**P.10 Public Complaints about
Personnel-Procedure**

Central Vermont Supervisory Union
Echo Valley Community School District
Paine Mountain School District

PUBLIC COMPLAINTS ABOUT PERSONNEL

Procedure

1. If possible, privately share with the individual with whom you have the concern.
2. If not possible or the concern cannot be resolved, please bring it to the attention of the immediate supervisor or the 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 they see them.
3. When an immediate supervisor is involved and the concern cannot be resolved, please bring it to the attention of an administrator.
4. After review of the issue, if the administrator's action does not lead to a satisfactory resolution, contact the Superintendent who will review the matter and make a decision. The complaint should be in writing stating the issues and supporting facts.
5. If the above steps do not resolve the issue, the parent may request in writing a meeting with the Board to review the Superintendent's decision. This meeting will include all appropriate school and supervisory union administrators for the purpose of presenting facts, making further explanations and clarifying the issue. The Board will render a decision. The decision will be final.
6. 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 protocol.

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