

## **STAFF COMPLAINTS AND GRIEVANCES**

Employees should feel free to make an appointment with the superintendent, their immediate supervisor, or their building principal for a conference regarding any questions or problems concerning their work. Staff members are expected to follow district policies and procedures and, in so doing, will receive the full support of the governing and administrative bodies.

Any employee in School District #1 who wishes to present a grievance or complaint shall use the following procedure:

1. The first step shall be to present the grievance to the supervising principal.
2. If the problem is not adjusted at this point, it shall be presented by the employee to the superintendent of schools.
3. The final authority shall be the Board of Education where the grievance may be presented either by the superintendent or the employee.
4. All charges against an employee of the district shall be presented in written detail and properly signed. Such charges will be made available to the person concerned in order that he may have an opportunity to defend himself.

The Board of Education will not consider rumors or anonymous charges against school district employees. Anyone desiring to present formal evidence over their signature or to appear before the Board will be extended every courtesy and opportunity to do so at their convenience. After all evidence has been presented, the Board will act in the capacity as prescribed by state law.

Adopted 10/22/73

Revised 12/13/95

LEGAL REF.: Wyoming Education Policies Reference Manual, code GBM

CROSS REFS.: ACA\*, Nondiscrimination on the Basis of Sex (relates to grievance procedure under Title IX program.) BG, Board-Staff Communications (Communications Agreement)