

SCHOOL DISTRICT 54
(Bulkley Valley)

COMPLAINTS CONCERNING EMPLOYEES

4.320

POLICY

Complaints concerning employees¹ of the District shall be handled in a manner consistent with the regulations

VALUES

In its consideration of this policy, the board has been guided by its *respect* for parents, employees and other partners' concerns and its *responsibilities* as an employer to ensure a *fair* and *honest* process.

Regulations

1. The person lodging the complaint should first discuss the matter with the employee concerned in an initial attempt at resolution.
2. Should a resolution to the issue not be found, the complainant should address the matter with the employee's immediate supervisor.
3. Should a resolution to the issue not be found at Step 2, the matter may be directed to the Superintendent or Secretary-Treasurer.
4. In extraordinary situations, the complaint may be initially lodged with the Superintendent or Secretary-Treasurer.
5. Notwithstanding the above, the Principal may address any employee issue of s/he is aware.
6. Should the steps above not resolve the complaint, the complainant may, in writing, address the issue to the Board of Education through the office of the Secretary Treasurer.

Adopted: January 17, 1984
Amended: January 18, 2000
Amended: November 15, 2011

¹ Complaints concerning employees are matters distinct from those relating to Section 11 of the *School Act* which addresses parent/student appeals resulting from a decision of an employee.