

GBK - STAFF CONCERNS, COMPLAINTS AND GRIEVANCES

Category O

In order to promote efficiency in the administration of schools and to avoid misunderstandings and misinterpretations, all personnel must observe a chain of command when bringing staff concerns or complaints to the administration's attention.

In order to promote such efficiency, the following guidelines should be followed:

1. All personnel employed by the Board shall be responsible to the Board through the Superintendent and no dispute or other personnel issue shall be brought to the Board without first having gone to the Superintendent for determination.
2. Likewise, no dispute or other personnel issue shall be brought to the Superintendent without first having been presented to the direct supervisor of that there is a dispute with.
3. Building personnel working under the immediate direction and/or supervision of someone other than the Principal will also inform their immediate superior of any dispute or personnel issue s/he intends to bring to the Principal.

It is the Board's policy not to involve itself in personnel complaints or dispute until the matter has properly followed these guidelines.

Appendix: [GBK-R](#)

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