

FORT LA BOSSE SCHOOL DIVISION

TITLE - **STAFF CONCERNS/COMPLAINTS**

POLICY - **GBK**

Resolution # - 79/19

Cross Reference - **BEDH, CCB**

Legal Reference -

Last Reviewed - 08/04/19

Any non-bargaining staff concerns or complaints shall first be communicated with the other party to discuss the difference and both parties shall make an earnest effort to resolve the difference.

Failing resolution of the difference between the parties, any employee may present a written complaint to their immediate supervisor within thirty (30) working days following the event giving rise to the complaint. The immediate supervisor must reply to the written complaint within ten (10) working days.

Failing a satisfactory resolution with the immediate supervisor, the employee shall submit a written complaint to the Superintendent of Schools within ten (10) working days of the receipt of the decision from the immediate supervisor. The Superintendent of Schools will render a decision within ten (10) working days following the receipt of the written complaint.

Failing a satisfactory resolution with the Superintendent of Schools, the employee shall submit a written appeal to the Board of Trustees within ten (10) working days of the receipt of the decision from the Superintendent of Schools. The Board of Trustees will render a final decision.

