

SECTION: CLASSIFIED EMPLOYEES

TITLE: COMPLAINT POLICY

ADOPTED: November 9, 1995

REVISED: January 11, 2007

Palmyra Area School District

526. COMPLAINT POLICY

1. Purpose

It is the policy of the Board to establish reasonable and effective means of resolving difficulties which may arise among employees, to reduce potential areas of complaints, and to establish and maintain recognized two-way channels of communication between supervisory personnel and professional employees not otherwise covered by the terms of a collective bargaining agreement.

2. Authority

A complaint by an employee which is related to a condition of employment that is not covered by the agreement may be submitted in writing to the immediate supervisor who shall be authorized to take action consistent with Board regulations and policy. Should the complaint not be satisfied, the employee may submit the matter to the Director of Business Affairs for a decision. If the complaint is still unresolved, the employee may ask to have the matter referred to the Board. The action by the Board shall close the matter. Arbitration is not available in such cases.