



Code:	GBM
Adopted:	04/18/94
Readopted:	04/11/11
Revised/Readopted:	05/18/15
Revised/Readopted:	10/10/16

STAFF COMPLAINTS AND/OR STAFF TITLE IX CONCERNS

The superintendent or designee will develop a complaint procedure, which will be available for all employees who believe there is evidence of, and wishes to report a violation, misinterpretation or inappropriate application of district personnel policies and/or administrative regulations; a mismanagement, gross waste of funds or abuse of authority, or believe there is evidence that the district created a substantial and specific danger to public health and safety by its actions. The complaint procedure will provide an orderly process for the consideration and resolution of problems in the application or interpretation of district personnel policies.

The superintendent has designated the Human Resource Director to coordinate the District's efforts to comply with and carry out its responsibilities under Title IX.

The complaint procedure will not be used to resolve disputes and disagreements related to the provisions of any collective bargaining agreement, nor will it be used in any instance where a collective bargaining agreement provides a dispute resolution procedure. Disputes concerning an employee's dismissal, contract non-renewal, or contract non-extension will not be processed under this procedure.

Reasonable efforts will be made to resolve complaints informally.

The following procedures are available to staff to resolve complaints or possible Title IX concerns not covered by existing grievance or other appeal procedures:

Step 1: Discuss the concern with his/her immediate supervisor. Such meeting may be informal in nature but a written notation of the date, participants and points discussed may be kept by the supervisor, in which event the employee will be furnished with a copy.

Step 2: If satisfaction is not received, and the employee feels this is a Title IX complaint, the employee may ask for a conference with the Title IX Coordinator. The supervisor may be asked to attend, at the discretion of the Title IX Coordinator. A written notation of this meeting will be kept by the Title IX Coordinator, and the employee will be furnished with a copy.

OR

If satisfaction is not received (and it is not a Title IX complaint), the employee may ask for a conference with the HR Director. The supervisor may be asked to attend, at the discretion of the HR Director. A written notation of this meeting will be kept by the HR Director, and the employee will be furnished with a copy.

Step 3: If satisfaction is not received, the employee may ask for a conference with the superintendent. The Title IX Coordinator / HR Director may be asked to attend, at the discretion of the superintendent. A written notation of this meeting will be kept by the superintendent, and the employee will be furnished with a copy.

Step 4: If the employee is still not satisfied, he/she may request consideration of the matter by the Board at an executive meeting of the Board.

END OF POLICY

Legal Reference (s):

ORS 332.107 Anderson v. Central Point School District, 746 F. 2d 505 (9th Cir. 1984)
 ORS 659A.199 to -659A.224 OAR 581-022-1720 Connick v. Myers, 461 U.S. 138 (1983)