



Section: G: Personnel

Title: Complaints

Number: GAE

Status: Active

Adopted: 1/16/1996

Revised: 8/2/2016; 7/16/19; 2/4/2025

Any employee may file a complaint with their supervisor concerning a school rule, regulation, policy, or decision that affects the employee. The complaint shall be in writing, filed as soon as possible after the conduct occurs but no later than ten (10) days following the conduct, and shall specify the basis of the complaint. The supervisor shall meet with the employee and provide a written response within ten (10) days. If the employee disagrees with the decision, the employee may appeal to the superintendent. The superintendent's decision shall be final. Employees covered by the professional negotiated agreement shall follow procedures outlined in that document.