

### **EMPLOYEE CONCERNS AND COMPLAINTS**

Employees with complaints or concerns regarding any aspect of RSU 13, or an employee thereof, shall be encouraged to seek a resolution at the level closest to the problem. Complaints that concern the Superintendent or School Board actions or operations should be addressed to the School Board Chair.

If the complaint cannot be resolved at the level closest to the problem, the person initiating the complaint may appeal the decision to the next level (i.e., Principal, Special Education Director, etc.).

If the complaint cannot be resolved at any lower level, it may be appealed in writing to the Superintendent. If the complaint remains unresolved at the Superintendent's level, the person making the complaint may request that the matter be placed on the agenda of the next regular School Board meeting.

Complaints regarding employees will only be heard by the Board in Executive Session and are regarded as confidential personnel matters. All employees of RSU 13 have the right to have matters of concern regarding their performance or behavior kept confidential, and handled privately and professionally.

The Superintendent, in consultation with the School Board Chair shall determine whether the complaint should be placed on the agenda.

At all levels of the complaint process, school administrators are required to inform the person making the complaint of his/her right to appeal the decision to the next level.

This policy shall not be utilized by employees for matters or grievances relating to any term or condition of their employment. Such matters shall be addressed through established channels for grievances.

Approved: October 6, 2016