

ARTICLE 25 COMPLAINT PROCEDURE

25.1 A "Complaint" typically originates from ~~means an allegation made against a professional educator brought by a~~ parent, other citizen, or a nonsupervisory third party.

25.2 Investigations into ~~complaints of sexual misconduct, harassment~~ ~~If an allegation is related to sexual conduct or abuse, the investigation will be conducted by Employee & Labor Relations and/or an appropriate subject matter expert for sexual misconduct or abuse in accordance with this Article.~~

25.3 If a complaint is made to a supervisor about the professional educator and the supervisor believes it warrants further consideration, such complaint shall be handled as follows:

25.3.1 After hearing the complaint, the supervisor will request that the complainant discuss the matter directly with the professional educator, except if the complaint involves allegations of sexual conduct or abuse or if the supervisor has a concern about the safety of any party. The supervisor shall not be involved in this discussion unless his/her presence is requested by either party.

25.3.2 If the complainant refuses to discuss the matter with the professional educator or, if after discussing the matter with the professional educator the complainant is still dissatisfied, the supervisor ~~may~~will cause the complaint to be reduced to writing.

25.4 Every effort will be made to process written complaints within ~~If the supervisor decides to proceed further with the written complaint, it shall be processed within~~ ten (10) workdays of receipt under the following circumstances:

25.4.1 If the evaluating supervisor intends to make a record in the evaluation report of the professional educator against whom the complaint was made;

25.4.2 If the supervisor intends to place a record of such complaint in the professional educator's personnel file or the building file;

25.4.3 If in the supervisor's judgment such complaint is sufficiently relevant to the professional educator's performance so as to indicate the need to meet ~~desirability of a conference~~ (The professional educator may have a representative present at any such conference.); and

25.4.4 If a professional educator learns of a complaint and requests a ~~meeting~~conference.

25.5 The supervisor shall meet with the professional educator and shall describe the nature of the complaint including specific examples of the time, place and type of action complained of, if known, at the conference. The professional educator may have (a) representative(s) present at such a ~~meeting~~conference. The name of the complainant may be given as part of the discussion of such specifics. The unit member will have an opportunity to respond fully to the complaint. If, however, the complaint is used in any manner to support actual or recommended discipline, administrative transfer, nonrenewal or dismissal, such record shall be placed in the personnel file and the complainant's name shall be disclosed if the unit member so requests.