

# EAST PENN SCHOOL DISTRICT

SECTION: ADMINISTRATIVE  
EMPLOYEES

TITLE: COMPLAINT POLICY

ADOPTED: February 8, 1993

REVISED:

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| <p>1. Purpose</p> <p>2. Guidelines</p> | <p style="text-align: center;">326. COMPLAINT POLICY</p> <p>The effective management of district affairs requires reasonable and efficient means of resolving difficulties which may arise among management level employees. This policy is established to reduce potential areas of disagreement and to establish and maintain lines of communication between the Board and administrative employees.</p> <p>All personnel employed by the Board shall be responsible to the Board through the Superintendent. All personnel shall refer matters requiring administrative action to the administrator immediately in charge of the area. Administrators shall refer the matter to the next higher authority when necessary.</p> <p>All personnel shall have the right to appeal any decision made by an administrator, through grievance procedures as defined in collective bargaining agreements or by federal or state laws.</p> <p>Within the broad framework of Board policy, other administrators shall assist the person in charge as assigned.</p> <p>All administrators shall keep the person they are immediately responsible to informed of all their activities by whatever means the person in charge deems appropriate.</p> <p>This replaces former policy CD</p> |
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