

CITIZEN'S COMPLAINT PROCEDURE

DATES (Adopted/Revised)	GUIDE WORDS
Adopted February, 2007	Complaints Personnel

POCATELLO/CHUBBUCK SCHOOL DISTRICT NO. 25
3115 Pole Line Road
Pocatello, ID 83201
(208) 232-3563

CITIZEN'S COMPLAINT
INFORMAL PROCEDURE

DOCUMENTATION OF DISCUSSION OF INFORMAL COMPLAINT:

Prior to filing a formal Citizen's Complaint, the citizen shall first informally discuss the complaint with the specific employee involved.

NAME OF EMPLOYEE: _____

DATE OF INFORMAL CONFERENCE: _____

SUMMARY OF INFORMAL CONFERENCE WITH EMPLOYEE:

If the results of the informal conference with the employee are unsatisfactory, a citizen may informally discuss the complaint with the employee's supervisor.

NAME OF EMPLOYEE'S SUPERVISOR: _____

NAME OF PERSON FILING THE COMPLAINT: _____

DATE OF INFORMAL CONFERENCE WITH SUPERVISOR: _____

DOCUMENTATION OF DISCUSSION OF INFORMAL COMPLAINT (continued):

CITIZEN'S COMPLAINT PROCEDURE

SUMMARY OF INFORMAL CONFERENCE WITH SUPERVISOR:

If the results of the informal conference with the employee and the employee's supervisor are unsatisfactory, a citizen having a complaint may file a formal written complaint and submit it to the Superintendent. The employee and his/her supervisor will be notified that a formal written complaint was received and a copy of the complaint is to be provided to the employee and his/her supervisor.

WRITTEN STATEMENT OF COMPLAINT TO SUPERINTENDENT

FORMAL PROCEDURE

NAME OF PERSONAL FILING COMPLAINT: _____

EMPLOYEE WITH WHOM THERE IS A COMPLAINT: _____

DATE WRITTEN COMPLAINT RECEIVED BY SUPERINTENDENT: _____

STATEMENT OF FORMAL COMPLAINT:

CITIZEN'S COMPLAINT PROCEDURE

ACTION REQUESTED FOR RELIEF SOUGHT:

DECISION OF SUPERINTENDENT:

Signature of Superintendent

Date

Citizen's Response:

- _____ I accept the resolution.
- _____ I do not agree with the resolution, but will accept the resolution.
- _____ I hereby appeal the decision to the Board of Trustees.

Date Written Complaint Appealed to Board of Trustees: _____

Date of Hearing: _____

DECISION OF BOARD OF TRUSTEES

Signature of Board Chair or Superintendent

Date