

ADMINISTRATIVE REGULATION

Placentia-Yorba Linda Unified School District

Community Relations

1312.1 - AR

CONCERNS/COMPLAINTS CONCERNING SCHOOL DISTRICT PERSONNEL

A. Purpose and Scope

To establish procedures which will provide a sequential resolution concerning personnel complaints

B. General

The informal procedure to resolve concerns/complaints should be exhausted prior to filing written formal charges against school district personnel.

C. Forms Used and Additional References

District form "Concerns/Complaints Against a District Employee"

D. Procedure

1. Informal level for personnel concerns/complaints:

- a. The concerns/complaints should be taken to the administrative officer closest to the referenced employee and complainant shall be informed of the proper steps of the concern/complaint procedure.
- b. Complainant should discuss the concern with the employee to seek immediate resolution to the concern.
- c. If the complainant has not reached a satisfactory resolution with the employee, the complainant should confer with the appropriate administrative officer. The administrative officer will question the complainant and the employee and attempt to resolve the complaint.
- d. If the informal process has been exhausted and the complainant considers the resolution unsatisfactory, the complainant may proceed to the formal level by submitting a formal written charge.

2. Formal level for personnel complaints:

- a. Complainant submits a completed form entitled "Concerns/Complaints Against a District Employee" to the appropriate administrative officer.
- b. The employee shall be given a copy of the charges, and has five (5) business days to respond in writing to the charges.
- c. Any citizen or parent complaint about an employee which may affect the employee's evaluation or status shall be reported as soon as possible to the employee.
- d. All complaints against an employee shall be kept confidential.
- e. The administrative officer will review the charges and submit a written response to the complainant and the employee within thirty (30) business days.

- f. The complainant may submit a final appeal to the District Superintendent or their designee within fifteen (15) business days, who will provide their final written response within fifteen (15) business days.

E. Reports Required

District form "Concerns/Complaints Against a District Employee"

F. Record Retention

None

G. Responsible Administrative Unit

1. Administrative Officer, Human Resources Department
2. Superintendent or their Designee

H. Approved By

Dr. Rick Lopez	3/21/2023	Dr. Michael D. Matthews	3/21/2023
Responsible Division Head	Date	Superintendent	Date