

**BOARD OF TRUSTEES
CARSON CITY SCHOOL DISTRICT**

**POLICY No. 328
CERTIFIED STAFF**

COMPLAINTS ON POLICY

Policies and administrative regulations contained within the Policy Manual have been established by the Board of Trustees to assist the administration in carrying out the duties and responsibilities assigned to them by the Board of Trustees.

It is the desire of the Board to develop and practice reasonable and effective means of resolving disputes that may arise under the application or administration of such policies or administrative regulations. It is also the desire of the Board to establish and maintain recognized channels of communications among staff members and the administration.

With these desires in mind any employee complaint against a policy or administrative regulations will be processed as follows:

1. Any problem should first be discussed with the employee's immediate supervisor. In some cases the immediate supervisor will be a certified person and in other cases the supervisor will be a classified person.
2. If a satisfactory solution is not reached as a result of step 1, either party may request a conference with the Superintendent of Schools. At this level the complaint shall be reduced to written form and submitted to the Superintendent at the time of the conference.
3. In the event that either party is not satisfied with the disposition of the complaint at the step 2 level, or if no decision has been rendered by the Superintendent within fifteen days after they have received the complaint, either party may notify the Superintendent in writing that they wish to take the complaint to the Board of School Trustees.
4. The Board shall then, at the next regular meeting, request the parties to appear at a hearing. All material and evidence shall then be presented to the School Trustees for their examination. The decision of the School Trustees shall be made by the next regular meeting after the hearing. The decision of the School Trustees shall be final.

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5. In the event that the above appeal procedure would result in undue hardship for either party, the time schedule may be waived by the Superintendent, and the matter in dispute will be processed as quickly as possible. The Superintendent will determine if a hardship does exist and whether or not the time schedule should be waived.

Reference: NRS 288.150
Adopted: August 29, 1979