

# Series 200 – School/Board of Directors

Policy Title: **Referring Personnel Problems**

Policy Code No. 200.5

When an individual Board member is approached by a paid staff member with a school-related problem the Board member will follow these procedures:

1. Listen to the problem and direct the employee to share the concern with the staff member involved.
2. If the complainant perceives the conflict remains unresolved, the complainant will be referred to the supervisor or administrator in the line of responsibility.
3. If the complainant considers the resolution of the problem unacceptable, the complainant may request to meet with the Superintendent.
4. If the issue remains unresolved after the complainant discusses the matter with the Superintendent, the complainant may request to meet with the Board as whole.

There will be no reprisals against an individual staff member who utilizes this approach. Staff members, administrators, and Board members are encouraged to communicate freely and honestly. Board members that may be personally involved or biased in any way in a personnel matter will abstain from participation in any associated board action.

Date of Adoption      08/14/1989  
Review Date            02/22/2016  
Revision Date         02/22/2016

Legal Ref.:    Iowa Code §§ 20, 279.8, 279.12-.18 (1991).

Cross Ref.:    Board Policy  
                  202.9 The Board and District Personnel  
                  407.17 Complaint Procedures for Classified Personnel  
                  408.8 Allegations of Abuse of Students by School Employees  
                  105 Nondiscrimination

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105R Nondiscrimination