

Emery County School District

Policy: GBK—Staff Complaints & Grievances



Step 1 (Working Site Level)

The complainant will clearly define the complaint in the space below and present it to the principal/supervisor.

Signature of Complainant

Date

Within five (5) working days after receiving the complaint, the principal/supervisor will render a decision to the complainant in the space provided below.

Signature of Principal/Supervisor

Date

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Step 2 (District Level)

Within five (5) working days after receiving the decision of Step 1, the complainant may appeal the decision, in writing, to the Superintendent:

Signature of Complainant

Date

Within ten (10) working days after receiving the appeal, the Superintendent will render a decision to the complainant in the space provided below:

Signature of Superintendent

Date

Emery County School District

Policy: GBK—Staff Complaints & Grievances



Step 3 (Governing Board Level)

Within five (5) working days after receiving the decision of Step 2, the complainant may appeal the decision, in writing, to the Emery County School District Board of Education:

Signature of Complainant

Date

The Board of Education will schedule an appeal for a hearing within thirty-five (35) work days following receipt of the appeal. The Board will render a decision within ten (10) work days after the hearing. Such a decision will be deemed final.

Date of Hearing: _____

Signature of Board President

Date