

Sacramento City USD

Administrative Regulation

Complaints Concerning District Employees

AR 1312.1

Community Relations

Dispute Procedures

The Superintendent or designee shall determine whether a dispute should be considered a complaint against the district and/or the individual, and whether it can be resolved by the district's process for disputes concerning personnel, other district procedures, or both.

(cf. 1312.2 - Complaints Concerning Instructional Material)

(cf. 1312.3 - Uniform Complaint Procedures)

In order to promote fair and constructive communication, the following procedures apply to the resolution of disputes against district employees:

1. Every effort should be made to resolve the dispute at the earliest possible stage. Whenever possible, a person with a dispute concerning school personnel should communicate directly with the person who is the subject of the dispute in an effort to resolve the dispute. Parents/guardians are encouraged to attempt to orally resolve concerns with the staff member personally.
2. Disputes related to district personnel other than administrators shall be submitted to the principal or immediate supervisor. Disputes related to a principal or central office administrator shall be initially filed in writing with the Superintendent or designee.
3. A written statement may be in the form of a Complaint Intake (E(1)1312.1(a)) completed by district staff. District staff are encouraged to use the Complaint Intake Form. A written Statement of Dispute (E(1)1312.1(b)) may also be submitted by the person filing the dispute or complaint.
4. A written statement of dispute must include:
 - a. The name of each employee involved;
 - b. A brief but specific summary of the dispute and the facts surrounding it; and
 - c. A specific description of any prior attempts to discuss the dispute with the employee and the failure to resolve the matter.
5. When a written statement of dispute is received, the involved employee(s) shall be timely

notified.

6. If the dispute cannot be resolved at the local school site or department, the administrator or the person filing the dispute may forward the dispute to the District's Conflict Resolution Services team. The purpose of such a referral will be to offer resources and facilitation to assist in resolving the dispute. While either party to a dispute may forward the dispute to the District's Conflict Resolution Services team for consideration, all parties must consent.

7. Disputes should be resolved in a timely manner. Unless the parties agree otherwise, the effort to resolve complex disputes at the local level including assistance by the Conflict Resolution Services team should not exceed 30 days.

8. If the dispute remains unresolved, the person filing the dispute may seek a decision on the dispute by the Superintendent or designee, who will attempt to resolve the complaint to the satisfaction of the person(s) involved within an additional 30 days.

9. The Superintendent or designee may issue a decision to resolve the dispute. The decision by the Superintendent or designee is considered final. However, the Superintendent may ask the Board to consider the dispute.

10. Before the Board consideration of a dispute, the Superintendent or designee may submit to the Board a written report concerning the dispute, including but limited to:

a. The name of each employee involved

b. A brief but specific summary of the dispute and the facts surrounding it. A copy of the signed original statement of the dispute

c. A summary of the action taken by the Superintendent or designee, together with his/her specific finding that the problem has not been resolved and the reasons

11. The Board may uphold the Superintendent's decision without hearing the dispute, may hear the dispute and/or amend the Superintendent's decision.

12. The Board or Superintendent may request that the parties to a dispute attend a Board meeting in order to present relevant facts and allow an opportunity for explaining and clarifying any issues.

13. Before the Board holds a closed session to hear complaints or charges brought against an employee, the employee shall receive written notice of his/her right to have the complaints or charges heard in open session rather than closed session. This notice shall be delivered personally or by mail at least 24 hours before the time of the session, and the employee may request that the complaints or charges be heard in open session. Complaints concerning Board members shall be addressed in open session unless a closed session is warranted pursuant to Education Code 35146 or 48918 or Government Code 54957 or 54957.6. (Government Code 54957)

14. Any decision by the Board shall be final.

Regulation SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
approved: November 5, 2001 Sacramento, California
approved: February 8, 2002