

SECTION 162a ADMINISTRATIVE RULES - CITIZEN INQUIRY

The procedures outlined below are provided in an attempt to resolve performance-related concerns at the lowest level possible, maintaining each person's rights and responsibilities. In addition, employees should be made aware of performance concerns and offered assistance to correct or improve situations which have caused concern.

1. Administrators and/or supervisors shall make the employee aware of any performance concerns as soon as possible. The employee shall be asked to provide their perspective on the situation.
2. The employee may ask for building level representation to be present at their initial meeting with their supervisor.
3. Documentation of meetings, investigations, interviews, and written correspondence shall only be available to the employee and he supervisor/administrator. Documentation may be held in the administrator's anecdotal file. Documentation will only be placed in the employee's district office file when the issue results in discipline, non-renewal, or discharge proceedings.
4. Laws which govern specific areas take precedence over administrative rules and policy (e.g. child abuse, sexual harassment, etc.).

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