

EMPLOYEE CONCERNS

The Board of Education recognizes the importance of having a clearly defined procedure for employees to bring concerns to their appropriate supervisors and the Superintendent of Schools. The Superintendent of Schools shall be responsible for preparing guidelines for employees regarding the proper procedures to follow to resolve questions and concerns relating to their employment and job responsibilities.

Policy: 4.24  
Adopted: 3/20/85  
Amended:

EMPLOYEE CONCERNS

I. Employee Concerns

- A. From time to time employees have concerns and/or questions relating to their job and/or employment. The procedures listed below are designed to provide guidelines to employees desiring answers to specific questions and/or concerns.
- B. This policy shall be included in all employee handbooks.

II. Procedure

A. Professional Staff

- 1. Principals are responsible to the Superintendent of Schools or his/her designee. When a principal has a concern relating to his/her job responsibility or employment, the matter should be discussed with the Assistant Superintendent. If the matter cannot be resolved at that level, the matter should then be referred to the Superintendent of Schools.
- 2. Teachers are responsible to the principal of the school to which they are assigned. When a teacher has a concern relating to his/her job responsibility or employment, the matter should be discussed with the principal. If the matter cannot be resolved at that level, it should be referred to the Assistant Superintendent. If the matter cannot be resolved at the Assistant Superintendent level, the matter should then be referred to the Superintendent.

B. Classified Staff

- 1. Secretaries and other clerical personnel assigned to a specific building are responsible to the principal of the school. Secretaries assigned to the Business Office are responsible to the Business Manager. Secretaries assigned to the Central Office are assigned to the respective Central Office administrator. Secretary and/or clerical concerns should be referred to their immediate supervisor, Assistant Superintendent, and Superintendent in that order.
- 2. Head custodians are responsible to the Director of Buildings, Grounds, and Transportation in cooperation with the building principal. When matters of concern arise relating to their job responsibility and employment, they should be discussed with the Director of Buildings, Grounds, and Transportation. The Director of Buildings, Grounds, and Transportation will discuss the matter with the respective principal. If the matter cannot be resolved at that level, it should then be referred directly to the Superintendent of Schools or his/her designee.

3. Custodians/Painters/Outside Personnel are responsible directly to the Head Building Custodian as designated by the Director of Buildings, Grounds, and Transportation. Matters of concern should be discussed first with the Head Custodian and referred to the Director of Buildings, Grounds, and Transportation if necessary. If the problem is not resolved at this level, it should be referred directly to the Superintendent of Schools or his/her designee.
4. Cafeteria staff are responsible to the principal of the school to which they are assigned. Concerns relating to their employment or job responsibility should be discussed with the principal. Matters that cannot be resolved at that level should be referred to the Business Manager or Superintendent or his/her designee respectively.

C. Central Office Administrators

1. Central Office Administrators are responsible directly to the Superintendent of Schools. Concerns over employment and/or job responsibility will be discussed directly with the Superintendent.

III. Other

- A. Decision of the Superintendent of Schools in all matters relating to Items II. A, B, and C are final.
- B. Nothing above precludes an employee's right to file a grievance under contracts negotiated with the Muhlenberg School District and the MEA or MESPA respectively.
- C. Nothing above should preclude the right of a District employee from discussing matters of concern considered extremely sensitive and/or confidential by the employee directly with the Superintendent of Schools or his/her designee. The Superintendent of Schools will determine the process for handling such matters.
- D. In cases where an emergency may exist and the employee's immediate supervisor is absent or out of the district, the employee should proceed immediately to the next supervisor in line to seek assistance for a specific problem.

Administrative Procedures: 4.24

Board Approved: 3/20/85

Amended: