

MUHLENBERG SCHOOL DISTRICT

SECTION: EMPLOYEES

TITLE: EMPLOYEE CONCERNS

ADOPTED: January 11, 2012

REVISED:

<p>1. Authority</p> <p>2. Definition</p> <p>3. Procedures</p>	<p style="text-align: center;">326. EMPLOYEE CONCERNS</p> <p>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.</p> <p>Employee Concerns- Employees may 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.</p> <p><u>A. Professional Staff</u></p> <ol style="list-style-type: none"> 1. Principals are responsible to the Superintendent or 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. 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. <p><u>B. Classified Staff</u></p> <ol style="list-style-type: none"> 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. Custodian Supervisors are responsible to the Coordinator 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 Coordinator of Buildings, Grounds, and Transportation. The Coordinator 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 or designee.
3. Custodians/Maintenance/Utility Personnel are responsible directly to their Supervisor as designated by the Coordinator of Buildings, Grounds, and Transportation. Matters of concern should be discussed first with their Supervisor and referred to the Coordinator of Buildings, Grounds, and Transportation if necessary. If the problem is not resolved at this level, it should be referred to the Superintendent or designee.
4. Cafeteria Staff are responsible to the Coordinator of Food Service in cooperation with the building principal. Concerns relating to their employment or job responsibility should be discussed with the Coordinator of Food Service. Matters that cannot be resolved at that level should be referred to the Business Manager, Superintendent or designee respectively.

C. Central Office Administrators

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

Other

1. Decisions of the Superintendent in all matters relating to Items A, B, and C are final.
2. 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.
3. 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 or designee. The Superintendent will determine the process for handling such matters.

4. 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.

References:

School Code – 24 P.S. Sec. 510

Board Policy – 000