

**BOARD OF TRUSTEES  
CARSON CITY SCHOOL DISTRICT**

**POLICY No. 416  
CLASSIFIED STAFF**

**COMPLAINTS AND APPEALS**

All classified employees shall have the right to appeal the application of Board policies and administrative decisions, which affect them. The employee shall be assured freedom from restraint, interference, coercion, discrimination, or reprisal in presenting their appeal with respect to a personal complaint.

1. Any problem should first be discussed with the employee's immediate supervisor, who may be certified or classified.
2. If a satisfactory solution is not reached as a result of step 1, either party may request a conference with the Superintendent. At this level the complaint shall be reduced to written form and submitted to the Superintendent at the time of the conference.
3. In the event that either party is not satisfied with the disposition of the complaint at the step 2 level, or if no decision has been rendered by the Superintendent within fifteen (15) days after receipt of the complaint, either party may notify the Superintendent in writing that they wish to take the complaint to the Board of School Trustees.
4. The School Trustees shall, after submission of the written complaint at the next regular meeting, request the parties to appear at a hearing. All material and evidence shall then be presented to the School Trustees for their examination. The decision of the School Trustees shall be made by the next regular meeting after the hearing and examination of evidence. The decision of the School Trustees shall be final.
5. In the event that any delays inherent in the above appeal procedure may result in undue hardship for either party, the time schedule may be waived by the Superintendent, and the matter in dispute processed as quickly as possible. The Superintendent will determine if a hardship does exist and whether or not the time schedule should be waived.

This policy does not apply to or in any way affect the application of Policy No. 408 and 409, which deal with dismissals and demotions.

Adopted: August 29, 1979