

MIDDLE BUCKS INSTITUTE OF TECHNOLOGY

SECTION: CLASSIFIED EMPLOYEES

TITLE: COMPLAINT POLICY

ADOPTED: July 1, 1991

REVISED:

526. COMPLAINT POLICY	
1.Purpose	Effective management of school affairs requires reasonable and effective means of resolving difficulties which may arise among classified employees. To reduce potential areas of disagreement and to establish and maintain recognized two-way channels of communication between the Executive Council and employees, this policy is established.
2.Definition	For purposes of this policy, the terms used herein shall have the following listed definitions: A complaint is any unresolved problem concerning application or interpretation of State laws or regulations; the policies, rules or regulations of the Executive Council; and administrative procedures. A day is any day for which a classified employe is contracted to work.
3.Authority	The Executive Council intends in this complaint policy to expedite the process for all parties concerned. The policy, therefore, has as its goals the following: The policy is intended to be used after an attempt has been made to resolve a difficulty on a face-to-face basis between the parties concerned. The policy is to secure proper and equitable solutions to complaints at the lowest appropriate level, and to facilitate an orderly succession of procedures. There shall be no reprisals of any kind taken against any employe because of participation in a complaint or support thereof.