



Any PRSD employee will be allowed to bring a complaint to the Board, having first:

1. Brought the complaint to the attention of his or her immediate supervisor as per the PRSD Organizational Chart;
2. Brought the complaint to the appropriate senior administration supervisor should the immediate supervisor be unable to resolve the complaint to the complainant's satisfaction in a reasonable period of time;
3. Brought the complaint to the Superintendent/CEO should the appropriate senior administration supervisor be unable to resolve the complaint to the complainant's satisfaction in a reasonable period of time;
4. Taken the appropriate steps to place the item on a regular Board meeting agenda should the Superintendent/CEO be unable to resolve the complaint to the complainant's satisfaction.

PRSD employees, who by-pass the staff complaints protocol, who initiate frivolous and/or undocumented evidence based complaints, and/or who demonstrate disrespectful behavior and/or language towards supervisors/managers as per PRSD organization chart during a complaint investigation, will be subject to investigation and disciplinary action as per AP #311 - Progressive Discipline.