



**SECTION 1000 – HUMAN RESOURCES  
COMPLAINTS REGARDING EMPLOYEES**

The Lord Selkirk School Division recognizes that concerns, complaints, and disputes may arise regarding Division personnel. The Division has established procedures for resolving such concerns in a positive and respectful manner.

Whenever possible, the complaint should be dealt with at the school/department level. The complainant shall meet first with the person against whom the complaint is made, except where legislation or law prescribes otherwise.

Complaints involving discrimination and/or harassment shall be addressed as outlined in the Respectful Workplace procedure.

- Where a concern or complaint against an employee is directed to a division administrator, supervisor or trustee, no action shall be taken before efforts have been made at the school or department level to address the concerns;
- The parties shall meet with the immediate supervisor if the meeting with the person against whom the complaint is made does not result in satisfactory resolution;
- When efforts have been made at the school/department level to address concerns, administrators or supervisors have been involved in mediation, and there has not been a satisfactory resolution, concerns can be directed to Senior Administration;
- When complaints against an employee are made to Senior Administration, the complaint must be in writing and must be signed by the person(s) lodging the complaint, with a copy to the individual named. The individual named shall be given the opportunity for a written response;
- Senior Administration shall conduct an investigation of the complaint and report the findings and recommendations to the Board. Incoming correspondence or concerns regarding employees shall be done in-camera; and
- If documentation is entered into a personnel file, the employee shall be provided with a copy and shall have an opportunity to include a written response. If a complaint is determined to be unfounded by Senior Administration or the Board, it shall not be included in the employee's file.

**Cross Reference:**

**Board Informed:**  
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