Hemet Unified School District
FLOW CHART FOR COMPLAINTS AGAINST THE SCHOOLS, EMPLOYEES AND DISCRIMINATION IN EMPLOYMENT (BP 1312.5, 4144/4244/4344) (EXCLUDES SEXUAL HARASSMENT COMPLAINTS)

DATE OF OFFENSE

STEP 1
Complainant attempts to discuss the matter with employee within 7 working days of the offense.
Complaints by employees alleging discrimination in employment must be initiated within 6 months of knowledge of event.
- Complainant can ask supervisor to facilitate a meeting with employee
- Complaints regarding an employee will be reported to the employee within 7 working days of knowledge of complaint
- If complainants concerns are unclear or cannot be resolved, the supervisor shall prepare a written summary of the meeting within 10 working days.
- If not resolved at Step 1, complainant proceeds to Step 2.

STEP 2
Submit written complaint (use form) to employee’s immediate supervisor within 20 working days of event. If complaint alleges harassment against the supervisor, the written complaint should be submitted as in Step 3. If the complaint is against the Board, a Board Member or the Superintendent, it should be presented to the Board.
- Supervisor provides written copy of complaint to employee (within 7 working days for certificated and 3 working days for classified) except that criminal charges shall be reported to the proper authority.
- The Supervisor shall hold a meeting with complainant and employee within 15 working days of receipt of the written complaint.
- The Supervisor shall prepare and serve a written response to complainant and employee (within 15 working days of meeting for certificated and 10 working days for classified employees).
- If responses from third parties are necessary, 10 extra working days may be designated by supervisor.
- If not resolved at Step 2, complainant proceeds to Step 3.

STEP 3
Submit written complaint to Superintendent or designee within 10 working days of receipt of Step 2 response.
- The Superintendent or designee shall review and respond in writing within 15 working days.
- (10 additional working days may be designated for further investigation if needed and a written response provided within 10 working days of completing investigation.)
- If not resolved at Step 3, complainant proceeds to Step 4.

STEP 4
Submit written appeal to Governing Board within 10 working days of receipt of Step 3 response.
- The Superintendent or designee shall provide Governing Board with all information presented at previous steps as well as a summary of action taken and findings and reasons why problem was not resolved.
- The Board may consider the matter at the next meeting or may decide not to review the appeal.
- If the Board reviews the appeal, it shall issue a written decision to all parties within 30 calendar days of the hearing.