

Rescue Union School District

**Complaint Procedures Timelines**

*In all matters, follow Board Policy and Negotiated Contracts, as well as State and Federal laws.*

	<b>Williams Complaint</b>	<b>Uniform Complaint (UC)</b>	<b>Examples of Non UC</b>	<b>RUFT**</b>	<b>CSEA</b>
	Limited to: <ul style="list-style-type: none"> <li>• Sufficiency of materials</li> <li>• Safely maintained facilities</li> <li>• Qualified teachers</li> </ul>	Must be filed within 6 months from the date when the discrimination occurred or 6 months from the date when the facts became known to the complainant.	Many concerns are the responsibilities of the local agencies, including, hiring and evaluation of staff, classroom assignments, student advancement and retention, selection and provision of textbooks and materials, student discipline, provision of core curricula subjects, facilities, graduation requirements, homework policies and practices, use of general education funds and dress codes and school uniforms		No specific contract language – follow Board Policy as well as State and Federal laws
<b># of Days</b>	<b><i>For All Types of Complaints - If a complainant is unable to put a complaint in writing due to conditions such as a disability or illiteracy, district staff shall assist him/her in the filing of the complaint. (5 CCR 4600)</i></b>				
2				Report complaint to employee	
2+ days				Complainant may report to Superintendent	
3	Superintendent (Compliance Officer) or Designee may informally discuss with complainant the possibility of using mediation.				
5	Within 5 days, commence investigation.				
30	Within 30 days of receiving the complaint, the compliance officer shall prepare and send to the complainant a written report of the district's investigation and decision				
5	If the complainant is dissatisfied with the decision he/she may, within five days, file his/her complaint in writing with the Board.				
60*	Within 60 days, Board <u>may</u> hear complaint, then gives written response to complainant.				
15	If dissatisfied w/Board, after 15 days complainant may file complaint with CDE.				

\*From original date of receipt of complaint

\*\* If the complainant refuses to meet with the unit member, except as provided by statute, or if the complaint is withdrawn, shown to be false, or not sustained by the complaint procedure, the complaint shall not be utilized by the district in any evaluation or disciplinary action against the unit member, nor shall the complaint go into the unit member's personnel file.