

COLORADO SPRINGS SCHOOL DISTRICT 11



Management Directive from the Superintendent

Date: August 1, 2017

Subject: Management Directive – Communicating Concerns

Management Directive #: MD-G5

Purpose:

If at any time an employee is dissatisfied or feels unfair treatment exists, there are several avenues by which an issue can be reported, investigated, and resolved. First and foremost, resolving the issue at the local level is best. If that fails, everyone has a boss. Employees who do not see satisfaction should make a report to their immediate supervisor's boss, without fear of retribution. School-based personnel should report to one of the four school executive directors and non-school based staff should report to one of the directors or the executive director of the unit. If these steps do not work, the next avenue would be to go directly to the top--one of the two deputies or assistant superintendents, or the Superintendent.

Policy BDD (Board of Education Superintendent Relationship) and Policy BHC (Board Communications with Staff) encourage employees to speak to the Superintendent and members of the school board. These channels are always open and available. No employee should ever be told that he/she cannot talk to the Superintendent or a member of the Board of Education. Board members always communicate needs and/or situations to the Superintendent, who in turn investigates these issues. Additionally, any employee who wishes to discuss sensitive situations or concerns may speak directly the district's Equal Opportunity Programs Officer. Although not part of the formal process, one can always go directly to their employee group representative or the head of their employee group. Some employees feel more comfortable discussing issues with their respective employee group.

The most important thing to remember is that no employee should feel prohibited from discussing issues and communicating with someone regarding one's feelings.

Directive:

All employees are to feel safe and comfortable to address concerns at any level and should follow the appropriate communications protocol.

Signed: 
Dr. Nicholas M. Gledich, Superintendent

Date: 8-1-17