

TIMELINE: UNIFORM COMPLAINT PROCEDURES

DATE: _____

- _____ Informal Resolution of Complaint.
- _____ Level Ia: Filing of Complaint Form (Appendix A) to the assistant superintendent of human resources. (Day 1)
 - _____ Complaint immediately forwarded to the appropriate compliance officer.
 - _____ Compliance officer promptly delegates the complaint to supervisor where the complaint arose.
- _____ Level Ib: Investigative meeting with supervisor where the complaint arose and complainant. (No later than Day 10).
- _____ Level Ic: Supervisor's written report and decision delivered to complainant in English and primary language of complainant. (No later than Day 20)
- _____ Level IIa: Appeal from either party must be received by the compliance office within 5 days after receiving supervisor's decision. (No later than Day 25)
- _____ Level IIb: Compliance officer will deliver a written decision, in English and the primary language of the complainant, within 10 days after receiving the appeal. (No later than Day 35)
- _____ Level IIIa: Appeal from either party made to the Board of Trustees via the District superintendent within 5 days after receiving the Level II decision. (No later than Day 40)
- _____ Level IIIb: The superintendent will place the appeal on the Board's next closed session or at a special Board meeting convened to make the 60 day time limit.
- _____ Level IIIc: Board of Trustees will render a written decision, in English and the primary language of the complainant, within 60 days from when the assistant superintendent of human resources initially received the complaint. (No later than Day 60)

*Any complaint may be appealed to the California Department of Education within 15 days of receiving the Board's decision.

**All references to "days" refer to calendar days