

ARTICLE 13. UNIT MEMBER RIGHTS

Section 1: RIGHT TO REPRESENTATION

The District and AASD understand that unit members have a right to AASD representation at meetings or conferences that could or may reasonably lead to disciplinary action.

Section 2: FORMAL COMPLAINT PROCEDURE

- A. The District has established a protocol for receiving and processing complaints, including formal complaints as defined in the District protocols. If the protocols are amended or updated, the District will provide AASD with the information in advance and AASD shall have an opportunity to provide feedback prior to implementation.
- B. It is the intention of all Parties to resolve complaints at the lowest possible level. The Parties agree that many concerns and informal complaints can be handled through an informal resolution process. This section is intended to address formal complaints.
- C. The Parties agree that the professional reputation of the AASD unit member is of high importance and agree to conduct all investigations with the utmost discretion to safeguard the unit member's privacy and professional good standing while maintaining the interests of the public and student safety.
- D. Unit members shall be made aware of complaints within five (5) work days of the date received by the District. Whenever possible, the identity of the complainant(s) will be made known to the unit member and the subject matter of the complaint will be provided.
- E. Whenever appropriate, complaints shall first be forwarded to the unit member for resolution. Unresolved complaints shall then follow the appropriate District procedures.
- F. All complaints will be promptly investigated and the unit member shall be notified of the name and contact information of the assigned investigator. The investigation shall include an interview and/or discussion with the unit member against whom the complaint is filed. The unit member shall not refuse to meet with the investigator. The District will make reasonable efforts to keep the unit member informed of the progress and expected timeline of the investigation, and upon request of the unit member, the unit member will be provided the status of the investigation. The unit member and AASD shall be notified in writing of the outcome of any investigation and proposed action, if any, within a reasonable timeframe.
- G. All findings in an investigation shall be based on verifiable facts and shall be free of any subjective bias.
- H. The unit member may submit written comments which shall be attached to the report of findings and become a permanent part of the investigation document/file.