



SUBSTITUTE TEACHER/TEMPORARY EMPLOYEE COMPLAINT MATRIX

All Teachers/Building Administrators may report their concerns about a Substitute Teacher/Temporary Employee in the job that was assigned at that school. The Limitation of Assignment form is to be completed and returned to the Sub/Temp Senior HR Technician within 48 hours of the incident. **If student safety is a concern report the incident immediately to the Assistant Superintendents and either the HR Executive Director or the Employee Relations Specialist.**

When possible, concerns should be discussed prior to the Sub/Temp leaving the assignment. All forms must be signed by the site administrator.

At any time, Human Resources believes that the services of the Sub/Temp are no longer required, he/she will be released from duty with the FNSBSD.

The following guidelines will be implemented. Please note that *Examples of Behaviors* do not represent all possible scenarios or incidents. Contact the Sub/Temp Senior HR Technician if you have questions at ext 11381.

	TYPE OF COMPLAINT	EXAMPLES OF BEHAVIORS	DISTRICT ACTION
TIER 1	Non-Threatening to Students	<ul style="list-style-type: none"> • Frequent tardiness • No show • Job shopping • Frequent cancellations • Not following lesson plans • Excessive cell phone use • Inappropriate attire 	<ul style="list-style-type: none"> • Sub/Temp will be notified by email should this type of complaint be received <ul style="list-style-type: none"> • First Offense: Warning email • Second Offense: Warning email – Further Offense will result in termination • Third Offense – Termination of at will work relationship with District
TIER 2	Potential Threat to Students	<ul style="list-style-type: none"> • Leave classroom unattended • Poor classroom management • Leave before the end of the assignment • Discussing personal issues in class • Foul language • Discriminating remarks • Discussion of inappropriate topics • Screaming, yelling 	<ul style="list-style-type: none"> • Sub/Temp will be notified of the complaint by the Building Administrator/Employee Relations Specialist • Will be required to meet with the Employee Relations Specialist to discuss concerns • Executive Director of Human Resources will determine if at will work relationship will be terminated
TIER 3	Allegation(s) of Abuse* AS47.17.290 <i>"child abuse or neglect" means the physical injury or neglect, mental injury, sexual abuse, sexual exploitation, or maltreatment of a child under the age of 18 by a person under circumstances that indicate that the child's health or welfare is harmed or threatened thereby; in this paragraph, "mental injury" means an injury to the emotional well-being, or intellectual or psychological capacity of a child, as evidenced by an observable and substantial impairment in the child's ability to function</i>	<ul style="list-style-type: none"> • Inappropriately touching students or staff/faculty • Any action in which a Building Administrator believes the Sub/Temp is a danger to him/herself or others • Any action that requires District staff to report the allegation to authorities and Office of Children's Services 	<ul style="list-style-type: none"> • Immediate suspension from Sub/Temp duties. (Blocked in Aesop) • Will be required to meet with the Employee Relations Specialist to discuss these concerns • Executive Director of Human Resources will determine if at will work relationship will be terminated

*Per Alaska Statute 47.17.20 "Reports must be made when there is a reasonable cause to suspect child abuse or neglect." It is the responsibility of the Building Administrator to ensure that the reports are made within 24 hours.