

PERSONNEL

Resolution of Employee Complaints

The board recognizes the importance of establishing reasonable and effective means for resolving difficulties which may arise among employees, to reduce potential areas of grievances, and to establish and maintain effective communication between supervisors and staff.

The superintendent will establish administrative procedures to address employee complaints. The procedures should establish steps to secure a proper and equitable solution to a complaint at the lowest possible supervisory level.

A complaint may be a claim by a staff member based upon alleged violation, misinterpretation or a misapplication of existing district policies or administrative procedures. Where an existing district policy is accompanied by a specific complaint procedure, that complaint procedure will apply and should be followed by the employee. In all other cases, an employee may pursue a solution to a complaint using these administrative procedures.

All documents, communications and records dealing with the processing of a complaint shall be maintained in a separate file and shall not be kept in the personnel file of the complainant, unless otherwise required by law.