

**STAFF COMPLAINTS**

The Board subscribes to an orderly, well-defined procedure for the resolution of problems derived from applications of Board policies and District regulations. Complaints will be handled expeditiously in accordance with the procedures approved by the Board.

A complaint is an assertion by an employee who is not a member of a bargaining unit that has a collective bargaining agreement with the Board that there has been a violation, misinterpretation, or inequitable application of district policies, regulations or procedures, or laws, or other actions that adversely and directly affects the employee and/or his/her work.

A complaint regarding employee compensation or working conditions shall be resolved by school administration.

It is the intent of this policy that employee complaints be resolved in a timely manner at the lowest level of supervision, whenever possible.

Complaints will be processed in accordance with procedures approved by the Board.

Complaint processing should be viewed as a positive and constructive effort which seeks to resolve the complaint and come to a fair conclusion based upon the facts established during the process.

Employees will not be discriminated against, nor will there be any reprisal attempted, against an employee because he/she has filed a complaint.

The process set up for the resolution of grievances in agreements between the Board and recognized employee organizations will apply only to grievances as defined in the particular agreement.

Adopted: September 3, 1997

Revised: May 3, 2017

Revised: March 14, 2018



