

POLICY 4270
GENERAL EMPLOYEE COMPLAINTS

The District shall provide a method for prompt and full discussion and consideration of matters of personal dissatisfaction and concern of an employee or an employee's representative with some aspect of employment.

General employee complaints shall be made and processed in accordance with established procedures. Formal employee grievances shall be dealt with in accordance with provisions of current collective bargaining agreements or other District procedures as applicable.

All employees will receive information and training regarding rights and responsibilities regarding harassment and discrimination considerations as they relate to employment.

CROSS REF.: Policy 1720, Complaints About School Personnel
Policy 4110, Equal Employment Opportunity and Affirmative Action
Policy 4111, Employee Harassment
Policy 4271, Employee Complaint (Grievance)
Employee Handbook

ADMINISTRATIVE REGULATIONS: None

AFFIRMED: April 22, 1991

REVISED: March 9, 1999
June 27, 2000
March 28, 2017

RULE 4270

GENERAL EMPLOYEE COMPLAINT PROCEDURES

General employee complaints shall be processed in accordance with the following procedures. A complaint is any matter of dissatisfaction or concern of an employee with any aspect of employment that does not involve a formal grievance. Complaints involving alleged discrimination or harassment and complaints related to decisions or actions by other school personnel shall be dealt with in accordance with procedures found elsewhere in this policy manual.

The District promotes the voluntary resolution of complaints at the level closest to their sources and, as such, encourages informal resolution of complaints.

Step 1: The complainant shall bring the complaint to the attention of the employee's immediate supervisor either orally or in writing within twenty (20) working days after the complainant knew or should have known of the event or condition which caused the complaint, in attempt to resolve the issue.

The supervisor shall investigate the complaint and within fifteen (15) working days meet with the complainant to discuss resolution of the complaint and respond in writing.

Step 2: If the complainant is dissatisfied with the resolution at Step 1, he/she should, within ten (10) working days, submit the complaint to the Superintendent of Schools in writing. The Superintendent/designee shall meet with the complainant to attempt to resolve the dispute and respond in writing.