

GRIEVANCES AND COMPLAINTS FROM EMPLOYEES

Complaints of employees against fellow employees should be discussed directly between employees. If necessary, complaints will be brought directly to the immediate supervisor, principal or superintendent and will be made in a constructive and professional manner. Complaints will never be made in the presence of other employees, students or outside persons.

Grievances as defined in an employee master contract shall be processed according to the terms of the master contract. Complaints and communications from employees shall be brought to the attention of the Superintendent before being taken to the Board. An employee or group of employees may appeal a response/decision of the Superintendent to the Board. Exceptions to the foregoing are:

- (a) Complaints regarding subject matters for which a separate complaint resolution procedure is provided by policy. Such complaints shall follow that policy.
- (b) Complaints relating to performance of non-administrative personnel.

Complaints against any employee which arise from within the Board or which come to the attention of the Board shall be referred to the Superintendent for investigation, study and action. No complaint shall be considered by the Board unless this policy is followed.

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