

STAFF PERSONNEL

Series 400

POLICY TITLE EMPLOYEE COMPLAINTS

No. 401.4

Complaints of employees against fellow employees should be discussed directly between employees as appropriate for the nature of the complaint. Complaints should be made in a constructive and professional manner. Complaints should generally not be made in the presence of other employees, students or outside persons.

If the complaint cannot be resolved, the employee may discuss the matter with their immediate supervisor. If the matter cannot be resolved within ten (10) working days of speaking with the immediate supervisor, the employee may discuss it with the principal within ten (10) working days of the supervisor's decision. If the matter cannot be resolved by the principal, the employee may discuss it with the superintendent within ten (10) working days after speaking with the principal.

If the matter is not satisfactorily resolved by the superintendent, the employee may ask to have the matter placed on the board agenda of a regularly scheduled board meeting in compliance with board policy. The board retains discretion as to whether to consider or take action on any complaint.

This policy is designed to create an appropriate process for pursuing general employee complaints. However, employees wishing to address a complaint on a topic with a more specialized procedure such as master contract grievances, or bullying or harassment claims should follow the appropriate process set forth in the master contract, employee handbook or other board policies specific to that topic.

A formal grievance procedure is contained in the master contract between the employee's licensed bargaining unit and the board. This policy will not apply to a complaint that has been or could be filed at the employee's discretion under that formal grievance procedure.

If there is a more specific procedure relating to a complaint, such as those for allegations of discrimination (including discriminatory harassment), then the complaint shall be processed under that procedure in lieu of this general policy.

For purposes of this policy, "working days" refers to the contracted working days of the person(s) referenced in the policy, which could vary between job classifications. Please contact the District Office to verify the working days if you are uncertain.

Legal Reference: Iowa Code §§ 20; 279.8.

Cross Reference: 210.8 Board Meeting Agenda

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