

EMPLOYEE COMPLAINTS

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

This policy shall not apply to a complaint that has been or could be filed at the employee's discretion under the formal grievance procedure.

Cross Reference: 301.04 Communication Channels

Approved 8-15-05

Reviewed _____ Revised _____