

## **POST FALLS SCHOOL DISTRICT NO. 273**

Series 600: Non-Certified Personnel: Related Considerations

Policy No. 604.7

Policy Title: Employee Complaint/Grievance Procedures

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It is the policy of the Board of Trustees to encourage orderly and timely resolution of employee complaints related to her/his employment. Discussion and interaction between employees, supervisors and administrative staff can do much to prevent major conflicts, disagreements and grievances from occurring. The success as a school system depends upon each employee performing her/his duties and responsibilities in such a manner as to exceed minimum requirements for the position.

The administrative staff welcomes and encourages each employee to discuss his/her concerns and needs with the administration. Frequent discussion and interaction between employees, supervisors and administrative staff can do much to prevent major conflicts and disagreements from occurring.

The Board of Trustees assumes misunderstandings and misinterpretations will arise from time to time. The Board believes that each employee needs to have a means to have his/her concerns and feelings heard within the organization. The success as a school system depends on each employee performing his/her duties and responsibilities in such a manner as to exceed the minimum requirements for the position.

Procedures for handling employee complaints will differ depending on the nature of the complaint and the applicable law. A complaint may or may not fall within the definition of a grievance. A grievance is defined as a written allegation of unfair treatment or a violation of school district policy.

Procedures for processing an employee grievance shall comply with the provisions of section 33-517, Idaho Code, providing other statutes, regulations and laws shall apply to the extent applicable. This policy is intended to be and shall be construed to provide administrative flexibility and discretion to handle and resolve employee complaints and grievances in a fair, reasonable, cost effective and expeditious manner.

Legal References: IC 33-517, 33-506, 33-512

Date of Adoption: 3/10/87

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