

PERSONNEL – Series 4000

4400 THE MERIT SYSTEM

4480 COMPLAINT PROCEDURES

4481 PROCEDURE FOR THE ADJUSTMENT OF COMPLAINTS

**4481.1 Complaint Procedure**

- A. This Rule establishes an orderly procedure for the resolution of alleged violations of Personnel Commission Rules. Complaints in other areas should be handled as follows:
  - 1. Alleged violations of County Board of Education policies or Administrative Regulations.  
(See County Education Office Administrative Regulation No. 5003).
  - 2. Alleged discrimination in violation of non-discrimination in employment policy.  
(See County Education Office Administrative Regulation No. 5001).
  - 3. Alleged harassment in employment  
(See County Education Office Administrative Regulation No. 5006).
- B. Any employee alleging a violation of any Personnel Commission Rule shall notify the Director, Human Resources, within ten working days of the alleged incident, who shall investigate the allegation in a timely manner and attempt to have the matter resolved on an informal basis.
- C. If the alleged violation is not resolved on an informal basis, the Director, Human Resources shall prepare a written report of his/her decision and provide copies to the involved parties.
- D. If the matter is not resolved, the employee may submit in writing an appeal to the Personnel Commission within five working days following the date of the written report by the Director, Human Resources. The request is not timely unless it is received in the Human Resources Office within the five-day period.
- E. The Director, Human Resources shall notify the employee in writing within ten working days of the timely filing of an appeal request, of the time, date, and place of the Commission. The Personnel Commission shall conduct, or have conducted by a hearing officer, a hearing for the purpose of deciding the issue. The decision of the Personnel Commission shall be final and conclusive.
- F. Any employee may discuss with the Director, Human Resources any alleged complaints and receive information on the procedures to be followed.

Reference:

Education Code Sections 45260-45261

Approved: December 1, 1975  
Revised: February 24, 1994  
October 27, 2005  
October 26, 2017