

RESOLUTION OF STAFF COMPLAINTS: 5270

The District recognizes the importance of establishing reasonable and effective means for resolving difficulties which may arise among staff, to reduce potential areas of grievances and to establish and maintain recognized two-way channels of communication between supervisory personnel and staff.

A complaint may be a claim by a staff member based upon alleged violation, misinterpretation or a misapplication of existing District policies or administrative procedures. Often with early and timely communication a concern can be appropriately dealt with informally without the need to file a formal complaint or grievance. When it becomes necessary to formalize the process, staff are expected to use the appropriate administrative or collective bargaining agreement procedures. These procedures are established to secure a timely, proper and equitable solution to a complaint at the lowest possible supervisory level and to facilitate an orderly procedure within which solutions may be pursued.

When filing a complaint, staff must elect the use of one (1) District policy complaint process/procedure per alleged incident/occurrence rather than filing complaints under different District policies/procedures regarding the same alleged incident/occurrence.