

1 **5240 PERSONNEL**

2 Resolution of Staff Complaints/Problem-Solving

3 As circumstances allow and as provided by collective bargaining agreements, the District will provide the
4 best working conditions for its employees. Part of this commitment is encouraging an open and frank
5 atmosphere in which any problem, complaint, suggestion, or question is answered appropriately by
6 District supervisors or administration.

7 Each employee is expected to follow established rules of conduct, policies, and practices. Should an
8 employee disagree with a policy or practice, the employee can express his or her disagreement through
9 the District’s Uniform Complaint Procedure.

10 No employee shall be disciplined or penalized, formally or informally, for voicing a disagreement with the
11 District in a reasonable, businesslike manner, or for using the complaint procedure.

12 Any employee covered by a collective bargaining agreement must use that collective bargaining
13 agreement’s grievance procedure in order to grieve an issue covered by the collective bargaining
14 agreement.

15 Cross Reference:
16 Policy 5215 Uniform Complaint Procedure

17 Policy History:
18 Adopted on: July 1, 2000
19 Revised on: November 12, 2001
20 Revised on: August 23, 2010
21 Revised on: June 11, 2018