

STAFF PERSONNEL

Series 400

POLICY TITLE EMPLOYEE COMPLAINTS

No. 401.4

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

A formal grievance procedure is contained in the master contract between the employee's licensed bargaining unit and the board. This policy will not apply to a complaint that has been or could be filed at the employee's discretion under that formal grievance procedure.

If there is a more specific procedure relating to a complaint, such as those for allegations of discrimination (including discriminatory harassment), then the complaint shall be processed under that procedure in lieu of this general policy.

Legal Reference: Iowa Code §§ 20; 279.8.

Cross Reference: 307 Communication Channels

Date Approved: February 6, 2017

Last Date Reviewed: August 16, 2021

Last Date Revised: August 16, 2021