

Staff Personnel  
400 Series

EMPLOYEE COMPLAINTS  
Code No. 401.4

Employees are expected to treat colleagues with professional courtesy and respect. Most complaints by an employee against a fellow employee should be first discussed between the employees involved, where it is expected most such complaints may be satisfactorily resolved. If necessary, complaints shall be brought directly to the immediate supervisor, principal, or superintendent, through the chain of command as appropriate. Complaints shall never be made in the presence of other employees, student, or outside persons. If the complaint continues ten (10) working days following the discussion with the superintendent, the employees may request that the item be placed on the agenda for the next meeting of the Board. The decision of the Board shall be final.

The purpose of this procedure is to resolve all complaints at the lowest possible administrative level.

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

Legal Reference: Iowa Code 20.7, .9; 279.8 (1997)

Adopted: 07/12/84  
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