

Personnel

Series 400

Policy Title: Employee Complaints

Code No. 401.4

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Complaints by employees against fellow employees should be discussed directly between the involved employees. If necessary, complaints shall be brought directly to the immediate supervisor and shall be made in a constructive and professional manner. If an employee is not satisfied with the supervisor's response, the complaining employee may take the complaint to the next higher level of the administration. Complaints shall not be made in the presence of other employees, students or outside persons.

Other communications and complaints from personnel shall be brought to the attention of the Superintendent of Schools before being brought before the Board of Directors. An employee or group of employees may appeal a decision of the Superintendent to the Board.

For employees in bargaining units, a formal grievance procedure is contained in the master contract between the employee's licensed 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 that formal grievance procedure.

Adopted: February 9, 1998

Legal Reference: (Code of Iowa)

Reviewed: September 10, 2007

Iowa Code " 20; 279.8.

January 21, 2008

January 7, 2013

February 20, 2017

August 16, 2021

Amended: September 10, 2007

March 3, 2008

January 21, 2013

Cross Reference: 213.1-Public Complaints about Employees
307-Communication Channels