

## STAFF PERSONNEL

Code No. 401.4

Policy Title: **EMPLOYEE COMPLAINTS**

Complaints of employees against fellow employees should be discussed directly between employees. If necessary, complaints shall be brought directly to the immediate supervisor, principal, or superintendent and shall be made in a constructive and professional manner. Complaints shall 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 shall not apply to a complaint that has been or could be filed at the employee's discretion under that formal grievance procedure.

Legal Reference: Iowa Code §§ 20.7, 19; 279.8 (2009).

Cross Reference: 307 Communication Channels

Approved: February 18, 1998  
Reviewed: January 16, 2002  
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