

CHAPTER 7: COMPLAINT/GRIEVANCE RESOLUTION

Orig Date: 01/01/82
Latest Revision: 10/19/10

Complaint/Grievance Resolution

7.1 Policy

The District recognizes that at times problems and complaints may arise in the workplace. It is the District's intent to attempt to resolve these differences promptly.

7.2 Procedure

Any employee who has a complaint/grievance about policies, procedures, practices or other issues arising in the workplace with the exception of termination of employment, should report the complaint/grievance to his or her manager or supervisor or, if the complaint is regarding the manager or supervisor, to the Human Resources Manager or the Library Director.

The District will promptly decide whether the complaint/grievance should be investigated and handle the matter as discreetly as practicable.

7.3 Retaliation

The District does not condone any manager, supervisor, or employee engaging in any form of retaliation against an employee who uses the complaint/grievance procedure, or who participates in the complaint/grievance resolution process. Any manager, supervisor, or employee found to be engaging in such behavior may be subject to disciplinary action, up to and including termination.