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3 **PERSONNEL**

5240

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5 Resolution of Staff Complaints/Problem-Solving

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7 As circumstances allow, the District will attempt to provide the best working conditions for its
8 employees. Part of this commitment is encouraging an open and frank atmosphere in which any
9 problem, complaint, suggestion, or question is answered quickly and accurately by District
10 supervisors or administration.

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12 The District will endeavor to promote fair and honest treatment of all employees. Administrators
13 and employees are all expected to treat each other with mutual respect. Each employee has the
14 right to express his or her views concerning policies or practices to the administration in a
15 businesslike manner, without fear of retaliation. Employees are encouraged to offer positive and
16 constructive criticism.

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18 Each employee is expected to follow established rules of conduct, policies, and practices.
19 Should an employee disagree with a policy or practice, the employee can express his or her
20 disagreement through the District's grievance procedure. No employee shall be penalized,
21 formally or informally, for voicing a disagreement with the District in a reasonable, businesslike
22 manner or for using the grievance procedure. **An employee filing a grievance under a**
23 **collective bargaining agreement is required to follow the grievance procedure for that**
24 **particular agreement.**

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28 Cross Reference: 1700 Uniform Complaint Procedure

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30 Policy History:

31 Adopted on:

32 Revised on: