

Walla Walla Public Schools

BOARD POLICY

Policy No. 5270

RESOLUTION OF STAFF COMPLAINTS

The district recognizes the importance of establishing reasonable and effective means for resolving difficulties which may arise among staff, to reduce potential areas of grievances and to establish and maintain recognized two-way channels of communication between supervisory personnel and staff.

The district intends to expedite the process for all concerned parties. Staff are urged to use the grievance procedures as outlined in the contract or in Procedure 4220 to solve problems. The procedures are established to secure a proper and equitable solution to a complaint at the lowest possible supervisory level and to facilitate an orderly procedure within which solutions may be pursued.

A complaint may be a claim by a staff member based upon alleged violation, misinterpretation or a misapplication of existing district policies or administrative procedures.

All documents, communications and records dealing with the processing of a grievance shall be maintained in a separate file and shall not be kept in the personnel file of the aggrieved.

Cross Reference: Board Policy 4220 Complaints Concerning Staff or Programs

Adopted by the Board: July 16, 2002
Revised: October 7, 2003