

# Board Policy

Code No. 401.4

## 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 will 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, .9; 279.8 (2009).

*Cross Reference:* 309 Communication Channels

*Approved:* February 2, 1998

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