

## **PERSONNEL**

### Resolution of Staff Complaints

The board 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.

Staff may use the administrative procedures to allege a violation of existing district policies or procedures that has directly aggrieved them. The procedures are established to provide 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 will mean a written claim by a staff member that alleges a violation of existing district policies or procedures that has directly aggrieved them.

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

Management Resources

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**Date: 3/27/00; 4/28/03; 12/08/08; 2/8/16**

**PORT TOWNSEND SCHOOL DISTRICT NO. 50**