

**CLOVER PARK SCHOOL DISTRICT**

**Policy Series: Personnel**

**Policy No. 5270**

**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 conflict and to establish and maintain recognized two-way channels of communication between supervisory personnel and staff that is not covered by a collective bargaining agreement.

The board intends to expedite the dispute resolution process for all concerned parties. Staff is urged to use the administrative procedures whenever they feel that a district action has aggrieved them. 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 is any condition, action or lack of action by the district or its staff which directly affects the staff member's working conditions and which the staff member believes to be unjust. A complaint may be a claim by a staff member based upon alleged violation, misinterpretation or misapplication of existing district policies or administrative procedures.

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

Legal Reference: Chapter 42.56 RCW Public Records Act

**Adoption Date: 06.12.95**

**Former Policy Number: 5240**

**Clover Park School District**

**Revised: 01.13.03; 08.13.12**

**Priority**