

**COMPLAINT PROCEDURE**

A "complaint" means an allegation by an employee that he/she has been adversely affected by a misinterpretation, misapplication or violation of a specific District policy not included in the contract negotiated with the exclusive representative. The purpose of this policy is to establish an orderly procedure for resolving complaints at the earliest possible time.

A "complaint" shall be brought to the attention of the immediate supervisor of the employee within fourteen (14) calendar days of the act that gave rise to the complaint.

If the employee is not satisfied with the determination made by the immediate supervisor, the employee may appeal the decision to the Director of Personnel Services within seven (7) calendar days thereafter. If the complaint is not appealed within the specified time the determination of the immediate supervisor shall be final.

If the employee is not satisfied with the determination made by the Director of Personnel Services, the employee may appeal the decision to the Superintendent within (7) calendar days thereafter. If the complaint is not appealed within the specified time the determination of the Director of Personnel Services shall be final.

If the employee is not satisfied with the determination made by the Superintendent with respect to an alleged misinterpretation, misapplication, or violation of a specific District policy not included in the contract negotiated with the exclusive representative, the employee may appeal to the Board of Trustees within fourteen (14) calendar days thereafter. The determination of the board of Trustees shall be final.