

**GRIEVANCE/COMPLAINTS**

It is the Governing Board's intent that conflicts arising between personnel at the administrative level be resolved on an informal basis. Employees involved in the conflict should meet, discuss the issue and arrive at a possible resolution. If the parties cannot resolve the conflict between them, they should meet with their common supervisor, if one exists, or the complainant may appeal to the Superintendent. The Superintendent shall render a written decision to both parties within ten (10) working days after the appeal.

If satisfaction is not attained through the above process, the same written complaint may be sent to the Governing Board within ten (10) working days. If the above steps were not followed, the Board may refer the matter back to the appropriate step.

If the Board decides to meet in closed session to resolve the conflict, both parties may request appropriate persons of their choosing to be present.

Within one month of the hearing, the Governing Board shall render its decision in writing. The Board's decision shall be binding.

Any and all complaints must be processed within a three (3) month period of the alleged occurrence.