

### **Complaint by an Employee about Other Employees**

Upon receipt of a verbal complaint, supervisors or principals will immediately refer the complainant to the employee(s) involved for resolution.

If the complaint is not resolved at this informal level, the complainant shall commit his/her complaint in written and signed form to the employee(s) immediate supervisor. The supervisor, will, upon receipt, referee a discussion between all parties concerned with the sole purpose of satisfactory mutual resolution of the complaint. Validity of the issue shall be established and corrective action taken if necessary.

When a complaint is not resolved at this level, the superintendent or designee will review the matter and make recommendations for solution.

Employees who believe that the complaint is without merit may rebut or refute the complaint. To protect the rights of all individuals involved, and to solve the differences effectively, every effort shall be made to bring resolution of conflict at the least formal level. Actions shall be ethical, considerate, appropriate, timely, and professional.