

All Personnel

COMPLAINTS

The following guidelines shall prescribe the manner in which complaints are handled:

1. A "complaint" shall be defined as an alleged misapplication of the District's policies, regulations, rules or procedures or for "whistleblower" complaints by an employee or job applicant regarding an improper District activity including, but not limited to, an allegation of gross mismanagement, a significant waste of funds, an abuse of authority, or a specific danger to public health or safety. Procedures for the resolution of employee complaints provide a route of appeal through administrative channels and to the Board of Education, if necessary.
2. Complaints alleging unlawful discrimination on any basis specified in the District's nondiscrimination policies, including complaints of sexual harassment, shall be resolved in accordance with the District's procedure for complaints regarding discrimination in employment.
3. Complaints regarding unlawful discrimination in District programs or the District's failure to comply with state or federal laws regarding educational programs shall be resolved in accordance with the District's Uniform Complaint Procedures. Complaints regarding sufficiency of textbook materials, teacher vacancy or misassignment, an urgent or emergency facility condition, or the failure to provide intensive instruction to students who did not pass the high school exit examination by the end of grade 12 shall be resolved in accordance with the District's Williams Uniform Complaint Procedures. (Education Code 35186; 5 CCR 4621)
4. For complaints against District employees, the complainant shall follow the procedures outlined in Board Policy and administrative Regulations 1312.1 dealing with "Complaints Concerning District Employees".
5. For complaints regarding working conditions or other subjects of negotiation, the employee shall use the grievance procedure specified in the applicable collective bargaining agreement.
6. So as not to interfere with school schedules, meetings related to a complaint shall be held before or after the complainant's regular working hours.
7. All matters related to a complaint shall be kept confidential. Only those individuals directly involved in resolving the complaint shall be informed of the complaint.

COMPLAINTS (continued)

8. All documents, communications and records dealing with the complaint shall be placed in a District complaint file. No such material shall be placed in an employee's personnel file.
9. No reprisals shall be taken against any participant in a complaint procedure by reason of such participation.
10. Time limits specified in these procedures may be reduced or extended in any specific instance by written mutual agreement of the parties involved. If specified or adjusted time limits expire and the District has not responded the complaint may proceed to the next step.
11. Any complaint not taken by the complainant to the next step within prescribed time limits shall be considered settled on the basis of the answer given at the preceding step.

Informal Complaints

Employees are encouraged to resolve complaints informally. Formal complaint procedures shall not be initiated unless informal efforts to resolve the complaint have been exhausted and the complainant has provided a written description of such effort.