

**COMPLAINTS BY MANAGEMENT, SUPERVISORY,
AND CONFIDENTIAL EMPLOYEES**

This procedure applies to all employees who are assigned to positions designated as management, supervisory, or confidential.

- 15.1 Attempt to Resolve.** It is the intent of this procedure to provide an opportunity for management, supervisory, and confidential employees to resolve expeditiously any complaint related to their employment with the District. Furthermore, it is the intent to encourage all parties to make every reasonable effort to resolve such complaints at the first level possible. Employees may request the assistance of the District Management Council at any step of the process.
- 15.2 Administrative Channels.** When a management, supervisory, or confidential employee wishes to make a complaint regarding matters related to employment in the District, the employee is to bring the complaint to the attention of his/her immediate supervisor. If the complaint is not resolved at that level within a reasonable time period, the employee may take the complaint through regular administrative channels up to and including the Chancellor of the District.
- 15.3 Meeting with the Governing Board.** In the event such a complaint is not resolved through regular administrative channels, the employee may meet with the Governing Board in closed session. At such a meeting the employee will provide the Board with a written statement of the complaint and give the Board a brief oral statement of the complaint. Also the employee must, both in writing and orally, indicate to the Board the course of action which would satisfy the complaint.
- 15.4 Governing Board's Decision Final.** The Governing Board may ask questions of the employee and will ask the Chancellor for a recommendation. The Governing Board will provide the employee with its decision within 30 days of the session. The Governing Board's decision is final.