

## Board of Trustees

## Douglas County School District

## CLASSIFIED STAFF

### POSITIVE ACTION REVIEW

It is the policy of the Board to develop and practice reasonable and effective means of resolving difficulties, which may arise among employees, and to establish and maintain recognized two-way channels of communication between supervisory personnel and classified employees.

The following procedure is intended to provide a workable and effective process for the expeditious and equitable settlement of employee complaints. An employee who processes a complaint by the following procedure shall be assured freedom from restraint, coercion, discrimination, or reprisal.

Step 1 - Any question or problem regarding the rights or duties of an employee shall be made known to the employee's immediate supervisor not later than 15 working days after the disputed issue was known or should have been known to the employee.

Step 2 - In the event a satisfactory solution is not reached within 15 working days, the employee or his supervisor may request a conference with the Superintendent.

Step 3 - If a satisfactory solution is still not reached within 15 working days, the employee or the supervisor may request that the problem be heard by the Board of Trustees. The hearing by the Board will be in closed session unless requested to be open by the employee and agreed upon by others involved. The decision of the Board of Trustees shall be final and binding on all parties.

Should the procedure proceed to the Superintendent or the Board of Trustees, the issue in question must be submitted in writing and the problem must be set forth in detail.

Date Adopted: 08/12/80

Date Revised: