

# EAST PENN SCHOOL DISTRICT

SECTION: CLASSIFIED EMPLOYEES

TITLE: COMPLAINT POLICY

ADOPTED: February 8, 1993

REVISED:

	<b>526. COMPLAINT POLICY</b>
1. Purpose	The effective management of district affairs requires reasonable and effective means of resolving difficulties which may arise among employees. This policy is established to reduce potential areas of conflicts and to establish open lines of communication within the district.
2. Guidelines	<p>It is the policy of the district to provide reasonable means for staff expression through recognized channels of communication between staff and administration. Each employee shall be assured the opportunity for an orderly presentation and review of concerns.</p> <p>There are proper channels through which the wishes of the employees may reach the Superintendent and, when appropriate, the Board:</p> <ol style="list-style-type: none"><li>1. Through building and district line of authority as an individual.</li><li>2. Through building and district line of authority with representation by an authorized bargaining unit agent.</li><li>3. Through the grievance procedure specified in the employee's collective bargaining agreement.</li></ol> <p>This replaces former policy GAK</p>