

**406.3 EMPLOYEE COMPLAINTS**

Complaints of employees against fellow employees will be discussed directly between employees. If necessary, complaints will be brought directly to the immediate supervisor, principal or superintendent and will be made in a constructive and professional manner. Complaints will never be made in the presence of other employees, students or outside persons.

A formal grievance procedure is contained in the master contract between the employee's licensed bargaining unit and the board. This policy will not apply to a complaint that has been or could be filed at the employee's discretion under that formal grievance procedure.

LEG REF: Iowa Code §§ 20.7; 20.9; 279.8.