

Book	Administrative Policies
Section	Section G: Personnel Policies
Title	Staff Concerns and Complaints
Code	GBK
Status	Active
Adopted	February 15, 1979
Last Revised	July 1, 2023

The goal of this policy is to provide staff prompt and equitable resolution of concerns. Concerns regarding unlawful discrimination and harassment (except for sexual harassment) should be addressed using administrative policy AC and administrative procedure AC R. Concerns about sexual harassment should be addressed using administrative policy GBAA and administrative procedure GBAA R.

Staff members are encouraged to work toward constructive solutions by pursuing an atmosphere of respectful and honest communication. Staff concerns or complaints are best handled and resolved as close to their origin as possible.

Thorough procedures exist that provide staff an orderly complaint review process (see GBK R for details). All individuals shall be protected from adverse effects related to working conditions or employment status as a result of their involvement in the complaint process.

In order to pursue a concern or complaint, a staff member must identify a violation, misapplication, or inequitable use of any of the provisions of Board of Education policies or administrative policies or procedures.

Staff are expected to resolve concerns and complaints at the most immediate level. The concern or complaint should first be discussed with the individual who was cause for the complaint.

All complaints and proceedings shall be kept confidential by all persons involved, to the extent allowed by law, unless otherwise agreed. Each party has the right to confer with others about the complaint; however, all involved are expected to maintain confidentiality.

Where other District policies include specific complaint procedures, those procedures should be followed.

Adopted: February 15, 1979

Revised: November 20, 1986

December 20, 1988

June 15, 1995

March 7, 2002

December 18, 2006

March 31, 2010

July 1, 2013

July 1, 2014

July 1, 2015

July 1, 2019

July 1, 2023

Cross Refs:

AC/AC R – Nondiscrimination/Equal Opportunity

GBAA – Sexual or Sex-Based Harassment of Staff

GBK R – Staff Concerns and Complaints Procedure
EL 2.0 Global Executive Constraint
EL 2.3 Treatment of Staff

[GBK_StaffConcernsAndComplaints final.pdf \(51 KB\)](#)