

MANAGEMENT/CONFIDENTIAL CONFLICT RESOLUTION

Purpose

The purpose of this procedure is to provide the avenue of communication for resolving complaints/difficulties that may arise among management and/or confidential staff members.

Level I - Any complaint/difficulty dealing with another management/confidential employee's area of responsibility should be discussed first with the employee about whom the complainant has a concern. That employee shall discuss it promptly with the complainant management/confidential employee and make every effort to provide a reasonable explanation or take appropriate action within authority and district rules and regulations.

Level II - If the matter cannot be satisfactorily resolved at the first level, the complainant management/confidential employee shall inform the concerned management employee that the matter will be discussed with the other management employee's supervisor. If this supervisor is the Superintendent or designee, the complainant management employee should proceed to the third level. If the complainant's supervisor is the Superintendent or designee, and the complaint is about the Superintendent or designee, the complainant may appeal to the Governing Board (Level IV).

Level III - Should the matter still not be resolved, the complainant management/confidential employee may submit to the Superintendent or designee a written request for a conference to discuss this matter. The request is to include:

1. The specific nature of the complaint/difficulty and a brief statement of the facts giving rise to it.
2. A summary of how the complainant management/confidential employee has attempted to resolve the matter,
3. The action which the complainant management/confidential employee wishes taken and the reasons why it is felt that such action be taken.

The management/confidential employee about whom the complaint has been directed shall receive a copy of this written request and be afforded an opportunity to attend the conference with the Superintendent.

Level IV - Should the matter not be resolved at the first (1st) level an employee whose immediate supervisor is the Superintendent or designee, and who has a complaint about the Superintendent may submit a written request for a conference with the Board to discuss the matter. The request is to include:

1. The specific nature of the complaint/difficulty and a brief statement of the facts giving rise to it.

MANAGEMENT/CONFIDENTIAL CONFLICT RESOLUTION (continued)

2. A summary of how the complainant management/confidential employee has attempted to resolve the matter.
3. The action which the complainant management/confidential employee wishes taken and the reasons why it is felt that such action be taken.

The Superintendent or designee shall receive a copy of this written request and be afforded an opportunity to attend the conference with the Board.