

PERSONNEL MANAGEMENT RELATIONS
EMPLOYEE COMPLAINTS/GRIEVANCES

DGBA
(REGULATION)

INFORMAL
PROCESS

The Board of Trustees strongly encourages all employees to meet and discuss their concerns and/or complaints with their supervisor, principal, or appropriate administrator. An Informal Conference Form will document the meeting between the employee and the employee's supervisor. The goal of this meeting is to discuss the employee's concerns. This informal conference will be documented on the District's form. A formal written complaint, filed in a timely manner, may be submitted by the employee if no resolution was reached. An Informal Conference form must be attached to the Grievance Form.