



Huntington Beach Union High School District Board Policies and Administrative Regulations

AR 4144
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Certificated Personnel

Complaint Procedure

1. Purpose and Scope

The Governing Board believes that effective channels of communication must exist within the district to deal effectively with employee complaints and concerns regarding Board policies and staff rules not covered by bargaining unit contracts.

2. Regulation

- A. A "complaint" is an alleged misapplication of the district's policies and/or regulations that are not subject to a "negotiated" grievance procedure.
- B. Employee complaints must be initiated by the employee within twenty (20) days of the incident giving rise to the complaint, or within twenty (20) days of when the employee could reasonably have knowledge of the incident.
- C. An employee complaint must be initiated with his/her immediate administrator. If his/her immediate administrator does not resolve an employee complaint, the employee may pursue the matter with higher levels of management personnel.
- D. If the employee complaint eventually reaches the Superintendent's level for review, the employee shall submit to the Superintendent or his/her designee a brief written statement including a description of the problem, a summary of the steps taken for resolution and the information received at those steps, and the solution requested by the Superintendent or his/her designee. The Superintendent or his/her designee shall review the employee statement, conduct such inquiries and conferences as he/she deems necessary, and shall submit a written response to the employee.
- E. The decision of the Superintendent or his/her designee shall be final.

Complaint Procedure (continued)

- F. Nothing in this regulation shall be construed to limit the right of an employee to be accompanied by a conferee of his/her choice in the conferences described herein.

Legal Reference:

Regulation approved: 1/13/87