

AP 7240-11 Management Employees – Complaint Process

- 1.0 Except with respect to complaints of unlawful discrimination, which shall be reported and processed in accordance with the provisions of Administrative Procedure 3410, Unlawful Discrimination, and disagreements regarding an employee's performance evaluation, which shall be subject to the provisions of Administrative Procedure 7240-7, it is the intent of this procedure to provide an opportunity for management employees to resolve complaints related to their employment with the District.
- 2.0 A complaint shall first be directed to the attention of the employee's immediate management supervisor. If the complaint is not resolved with the immediate management supervisor, the employee may submit the complaint for consideration through established administrative channels, up to and including the Chancellor.
- 3.0 In the event the complaint is not resolved administratively, the management employee may request a conference with the Board of Trustees in closed session. The employee shall provide the Board with a written statement of the complaint that specifies the remedy requested by the employee in satisfaction of the complaint. The Board shall render a decision within thirty (30) calendar days of the conference. The decision of the Board shall be final.

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