## POLICY 3008

## Employee Communication/Addressing Concerns

- A. The proper procedure for registering complaints and problems of employees with administrators is an important factor in the morale of a school district. The appropriate process for addressing concerns, problems, or registering complaints of employees should follow the appropriate line of communication (<u>BESD Organizational Chart</u>).
- B. Line of Communication
  - Employees must discuss concerns, problems, or complaints according to the outlined steps prior to escalating the issue. When an issue is escalated, it must be submitted as a formal written request for consideration and response. (Educators are encouraged to follow the specified order unless an exception is warranted due to the nature of the issue.)
    - a. direct supervisor
    - b. building principal, if applicable
    - c. District Director or Assistant Superintendent
    - d. Superintendent
    - e. Board of Education
- C. Retaliation is prohibited per Policy 3010-Employee Bullying and Hazing.