

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 ([BESD Organizational Chart](#)).
- B. Line of Communication **for Employees**
1. 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. **District Communication with Personnel**
1. **Employee issues will be discussed with the employee – not with spouses, parents, or representatives of the employee.**
- D. Retaliation is prohibited per [Policy 3010-Employee Bullying and Hazing](#).
- E. Whistleblower Protection prohibits public employers (such as the District) from taking retaliatory action against their employees for reporting in good faith to the appropriate authorities. A District employee is presumed to have communicated in good faith if the employee has given written notice or otherwise formally communicated.
1. Employees are protected from retaliation for reporting issues relating to:

- a. Agricultural work
- b. Consumer product and food safety
- c. Discrimination
- d. Employee safety
- e. Environmental protection
- f. Family and medical leave
- g. Fraud and financial issues
- h. Health insurance
- i. Lie detector testing
- j. Military status and obligations
- k. Mine hazards
- l. Mine inspections
- m. Minimum wage
- n. Overtime pay
- o. Transportation services
- p. Youth employment

For more information, visit the U.S. Department of Labor
<https://www.dol.gov/general/topics/whistleblower>