

## Article 18 - Complaints

- 18.1 In the event the District receives a complaint regarding a bargaining unit member which the District determines is of sufficient importance that adverse action may be taken against a bargaining unit member, the District shall proceed with the following steps prior to any action on the complaint:
- 18.1.1 A meeting shall be held between the bargaining unit member and the appropriate supervisor to discuss the incident.
  - 18.1.2 If there is sufficient reason on the part of the District to continue action, the bargaining unit member shall be notified in writing regarding the nature and circumstances surrounding the complaint.
  - 18.1.3 The complainant shall be asked to meet with the appropriate bargaining unit member to discuss the complaint and make attempts for resolution.
  - 18.1.4 If the complaint is not resolved and the complainant wishes to pursue the issue, the appropriate District official shall investigate.
  - 18.1.5 After the investigation, if the appropriate District official concludes that the complaint is of potential validity, the official shall meet and discuss the issue with the bargaining unit member and his/her representative if requested.
  - 18.1.6 If, after the meeting, the District official concludes that the complaint is valid, the official shall take such action as is otherwise authorized by law.
  - 18.1.7 If the complaint is reduced to writing, the bargaining unit member's response, if any, shall be attached to the complaint.