



Employee Complaint Procedure (HR-P601)

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

1.0 SCOPE:

- 1.1 This procedure describes the process in which the Human Resources Department handles employee complaints for processing at the Washoe County School District.

2.0 RESPONSIBILITY:

- 2.1 Chief Human Resources Officer

3.0 APPROVAL AUTHORITY:

- 3.1 Labor Relations Manager

(Approval signature on file)

Signature

Date

4.0 DEFINITIONS:

- 4.1 WCSD – Washoe County School District
- 4.2 Complaint - Any dispute arising under the application and/or administration of District policies or regulations relating to subject matter not covered by the provisions of the collective bargaining agreements.

5.0 PROCEDURE:

- 5.1 The WCSD follows the provisions contained in the current collective bargaining agreements for the respective classes of employees:

- 5.1.1 Education Support Professionals (Article 7):

http://www.washoe.k12.nv.us/docs/staff/negotiated-agreement/wesp2007_2011.pdf

- 5.1.2 Certified (Article 12):

http://www.washoe.k12.nv.us/docs/pdf/wea_0711agreement.pdf

- 5.1.3 Principals:

http://www.washoe.k12.nv.us/docs/pdf/Final_PDF_2007-2011_WSPA_Negotiated_Agreement.pdf

- 5.1.4 Pro-Techs/Psychologists:

http://www.washoe.k12.nv.us/docs/pdf/APTA_Final_Agreement_2007-09.pdf

- 5.1.5 School Police (Article 7):

http://www.washoe.k12.nv.us/docs/pdf/07_11_school_police_agreement.pdf

- 5.2 Complaints are to be processed as rapidly as possible.

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6.0 ASSOCIATED DOCUMENTS:

- 6.1 Collective Bargaining Agreements
- 6.2 Education Support Professionals Complaint Form (HR-F601)
- 6.3 Certified Complaint Form (HR-F603)

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
All documentation incurred from complaint filed	Labor Relations Office files	99 years	Discard as desired	Secured location

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
2/2/06	A	Initial Release
1/23/08	B	Deleted "general" from 1.0; reformatted website links for document access in 5.1.1 thru 5.1.5; added 6.2 and 6.3; updated Record Retention Table.
05/11/09	C	Updated web links in Sections 5.1.1 through 5.1.5.
04/13/11	D	Revised 2.1 and 5.1.1. Revised 6.2 and the Identification and storage in 7.0 Retention Table

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