



**Responsible Office:** Office of Human Resources

**BOARD POLICY 4700  
EMPLOYEE COMPLAINT PROCESS**

**PURPOSE**

The Board of Trustees (Board) recognizes that, at times, employees may have legitimate complaints related to their employment that need to be addressed. The Board hereby adopts this Board Policy to address and resolve those complaints.

**POLICY**

1. The Board hereby directs the Superintendent to adopt an Administrative Regulation to implement and maintain the purpose of this Board Policy. The Superintendent shall include in the Administrative Regulation the following provisions:
  - a. The scope of Employee Complaints includes violations of law applicable to the Washoe County School District (District) or Board Policy.
  - b. Employee Complaints must be submitted at the lowest administrative level, not involved in the complaint, that has authority to resolve the particulars of the Employee Complaint;
  - c. Confidentiality, all Employee Complaints will be kept confidential to the extent possible and in compliance with the policies of the District and all state and federal laws; and no,
  - d. Prohibition on unlawful retaliation against an individual based upon an individual submitting an Employee Complaint or participating as a witness in an investigation of an Employee Complaint.

**LEGAL REQUIREMENTS AND ASSOCIATED DOCUMENTS**

1. This Board Policy reflects the goals of the District's Strategic Plan and aligns/complies with the governing documents of the District, to include:
  - a. Board Policy 4400, Equal Opportunity in Employment; and
  - b. Board Policy 4505, Standards of Professional Conduct.

**REVISION HISTORY**

Date	Revision	Modification
03/29/2022	1.0	Adopted