

POLICY 4271
EMPLOYEE COMPLAINT (GRIEVANCE)

Employees shall use the following procedure for resolving disputes regarding employee termination, employee discipline or workplace safety issues.

1. Definitions.

- a. "Days" as used in this policy is defined as any day that the district is open.
- b. "Employee Termination" as used in this policy section, shall not include the following:
 - Layoffs;
 - Workforce reduction activities;
 - Voluntary termination including, without limitation, quitting or resignation;
 - Job abandonment;
 - End of employment due to disability, lack of qualification or licensure or other inability to perform job duties;
 - Retirement; or
 - Any other cessation of employment not involving involuntary termination.
- c. "Employee discipline" as used in this policy shall include any employment action that results in disciplinary action, which typically involves any four (4) steps: verbal



