

**COMPLAINTS**

The Governing Board recognizes the need to establish a process to allow employees and job applicants to have their concerns heard in an expeditious and unbiased manner. The Board expects that employees will make every effort to resolve complaints and disagreements informally before filing a formal complaint.

- (cf. 1312.3 – Uniform Complaint Procedures)*
- (cf. 1312.4 – Williams Uniform Complaint Procedures)*
- (cf. 3320 – Claims and Actions Against the District)*
- (cf. 4031 – Complaints Concerning Discrimination in Employment)*
- (cf. 4119.11/4219.11/4319.11 – Sexual Harassment)*

The Board prohibits retaliation against complainants. The Superintendent or designee may keep a complainant's identity confidential, except to the extent necessary to investigate the complaint.

- (cf. 4119.23/4219.23/4319.23 – Unauthorized Release of Confidential/Privileged Information)*

All matters related to a complaint shall be kept confidential, except to the extent necessary to investigate the complaint, and any document, communication, or record regarding the complaint shall be placed in a separate file and shall not be placed in an employee's personnel file.

- (cf. 4112.6/4212.6/4312.6 – Personnel Records)*

Legal Reference:

- EDUCATION CODE
- 200-262.4 Prohibition of discrimination on the basis of sex*
- 35186 Williams uniform complaint procedures*
- 44110-44114 Reporting by school employees of improper governmental activity*
- GOVERNMENT CODE
- 3543 Public school employees' rights*
- 3543.1 Rights of employee organizations*
- 53296-53299 Disclosure of confidential information; whistleblower*
- 54957 Closed session; personnel matters*
- LABOR CODE
- 1102.5-1106 Whistleblower protections*
- CODE OF REGULATIONS, TITLE 5
- 4900-4965 Nondiscrimination in district programs and activities*

Management Resources:

- WEB SITES
- CSBA: <http://www.csba.org>

Policy  
adopted: May 2, 1990  
revised: November 14, 2013

**MURRIETA VALLEY USD**  
Murrieta, California