



# RIVERSIDE COMMUNITY SCHOOL DISTRICT

Serving the communities of Carson, Macedonia and Oakland



Dr. Timothy Mitchell, Superintendent  
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The mission of the Riverside Community School District is to prepare students to meet the challenges of the future as responsible citizens in a global society.

Code No. 401.5

## EMPLOYEE COMPLAINTS

A complaint by an employee against a fellow employee shall be processed through the communication channel in a constructive and professional manner. The communication channel is: (1) employee, (2) supervisor/principal, (3) superintendent, (4) board of education. Resolution of the complaints should be made at the level nearest the employee as possible. Complaints shall never be made in the presence of other employees, students, or outside persons.

A formal grievance procedure is contained in the master contract between the teachers, certified bargaining unit and the board. This policy shall not apply to a complaint that has been or could be filed at the teacher's discretion under that formal grievance procedure.

Approved 9-13-93 Reviewed 6-20-16 Revised 12-21-95

The Riverside Community School District does not discriminate on the basis of race, color, religion, sex, age, national origin, sexual orientation, gender identity, marital status, or disability in its educational programs and activities and does not discriminate on the basis of race, color, religion, sex, national origin, sexual orientation, gender identity, marital status, or disability in its employment practices, or as otherwise prohibited by statute or regulation. For more information or concerns regarding educational programs or activities, employment practices or information regarding the grievance procedure, contact Dr. Timothy Mitchell, Equity Coordinator, Riverside Community School District, 330 Pleasant Street, PO Box 218, Carson, IA 51525, 712-484-2212, or email at [tmitchell@riverside.k12.ia.us](mailto:tmitchell@riverside.k12.ia.us).