

## 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. Claims and Actions Against the District)  
(cf. 4030 – Nondiscrimination 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. 4119.1/4219.1/4319.1 – Civil and Legal Rights)  
(cf. 4119.23/4219.23/4319.23 – Unauthorized Release of Confidential/Privileged Information

All matters related to a complaint shall be kept confidential 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 Files

### Legal Reference:

#### 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

### Policy

Revised: August 3, 2021

### Policy

adopted: November 4, 1997

CULVER CITY UNIFIED SCHOOL DISTRICT  
Culver City, California