

**Employee Concerns**

<b>Category</b>	<b>Human Resources</b>		
<b>Subject</b>	<b>Employee Concerns</b>		
<b>Adopted</b>	November 2015	<b>Revised</b>	February 2021

**Policy Statement**

ASD-S believes in fostering open communication with and among its employees. This communication can be achieved through both formal and informal processes. If an employee has a desire to raise a specific concern about the School District organization, programs, services or personal well-being, they should follow authorized procedures and/or Collective Agreements that outline the regular line / staff channels of communication.

**Procedures**

1. An employee’s first avenue of communication should be to the school administration and / or their immediate supervisor, where appropriate.
2. Every attempt should be made to resolve concerns through informal discussion.
3. In some instances a concern involving a perceived contractual violation may need to be formally resolved through processes outlined in Collective Agreements.
4. An employee has a right to direct concerns to the School District administration. Decisions arrived at by the Office of the Superintendent should be considered the final step in a normal complaints process.

**Reference**

- ASD-S Code of Professional Conduct
- Collective Agreements
- NBTF Policy 43: Teacher – Principal Relationships