

## KEB - PUBLIC CONCERNS/COMPLAINTS ABOUT PERSONNEL

When a supervisor receives a concern or complaint, he shall notify the employee involved and other appropriate personnel. After an appropriate investigation is completed, the supervisor and employee shall agree upon a course of action to address the concern or complaint.

If further action is deemed necessary, approved personnel procedures shall be followed.

Adopted: April 1972  
Revised: September 1973  
Revised: August 1976  
Revised: April 28, 1997

CROSS REF:  
GBJ, Personnel Records and Files