

Alta – Aurelia Community School District | Guide to Addressing Employee Concerns

Parents, Community Members & Co-Workers



We recognize situations may arise where parents, community members, or co-workers have concerns about AA employees that need to be addressed.

- We strongly believe all concerns be discussed at the lowest possible level by *first talking with the involved employee*.
- Only after speaking with the involved employee should a concern be brought to the employee's supervisor. Depending on the severity of the situation. The chain of communication may continue from supervisor to superintendent.

We encourage individuals to voice their concerns as feedback helps us become a better school district. However, anonymous feedback is strongly discouraged as we believe employees can best address concerns when they are aware of the source of the complaint. In most cases, individual instance of anonymous feedback will not be passed along to the others in our organization.

Please note: If a situation involves ethical behavior or personally safety the concern may immediately be directed to the employee's direct supervisor.

