

SECTION 6.05 EMPLOYEE PROBLEM SOLVING / COMPLAINT PROCEDURE

The problem-solving system or complaint procedure is a procedure designed to assist all employees in obtaining a response to any complaint they may have about their job, working conditions, management action, etc. This procedure is not intended to be utilized to grieve any matter that is related to a labor agreement.

The employee shall be responsible for presenting problems and complaints through the problem-solving procedure.

Until a complaint or problem has been properly resolved through the complaint procedure, it should not be discussed with coworkers.