



8.16. Suggestions and Complaints. All employees are encouraged to make suggestions which will improve the safety or efficiency of District operations or employee job satisfaction. Suggestions may be written or verbally given to the employee's supervisor at any time. The supervisor will then discuss the idea with the appropriate person or group and the District General Manager or designee.

8.16.1. Employees are encouraged to discuss work-related complaints or difficulties first with the shift supervisor. If the employee is uncomfortable speaking with the shift supervisor, then employees are encouraged to discuss the issue with the next highest level of management. Also, employees may discuss any work-related complaint or concern with the District General Manager at any time.

8.16.2. It is neither appropriate nor productive for employees to complain or bring issues to other employees who are not in a position to directly assist with or address the situation.

8.16.3. Likewise, it is not appropriate for employees to bring operational requests or complaints to members of the Board of Commissioners as they have delegated authority in all operational issues to the District General Manager. This prohibition does not include concerns about policy or ethics violations by the District General Manager as outlined in the Whistleblower Policy.