

DOTHAN CITY SCHOOLS
INFORMAL GRIEVANCE RESOLUTION

All DCS employees should seek to resolve differences informally where possible. If the concern relates to a matter involving another colleague, you should ideally raise this with them directly with a view to resolving it. Similarly, if the concern relates to your role or work you should typically first discuss this with your direct supervisor. If the matter relates to your direct supervisor you may raise it with the Human Resources Department. If an Employee is not sure who to speak with they may approach someone in the Human Resources Department or one of the union representatives for advice.

Any employee who thinks they may be experiencing bullying or harassment can also speak in absolute confidence to one of the either the Human Resources Department, or Title IX Coordinator who are here to help. For more information visit the [Operations and Personnel](#) webpage.

An administrator who has had informal issues raised with them, should consider the points and actively explore with the Employee how the matter may be resolved. They should also seek advice from the Human Resources Director or a more senior supervisor whilst being cognizant of any request by the Employee for confidentiality. Every effort should be made to reach agreement and any actions agreed should be recorded and the manager should follow up with the Employee raising the concern to provide any necessary support. Where the concern involves someone in another area of the Dothan City Schools, the administrator may need to approach an appropriate supervisor/director to explore the issues and how best to resolve the concern.