

OPEN DOOR POLICY

Purpose:

All members are encouraged to bring to the attention of the Executive Staff any problems, complaints, questions or suggestions on any aspect of their relationship with the district. These communications may be informal verbal communications or written communications and may be directed to the Executive Staff, Supervisors, or Officers.

Guideline:

Any Executive Staff or supervisory personnel who receives such a communication is expected to provide a timely response to the member and maintain the confidentiality of the communication, when appropriate. Anonymous communications are discouraged because they are difficult to investigate and resolve. No response can be given to members submitting anonymous communications. Other policies also exist to encourage members to resolve problems. These include the Equal Employment Opportunity, Sexual/Harassment policies. Retaliation against any member using the Open Door Policy is prohibited and will not be tolerated.