



EMPLOYEE COMPLAINT FORM

NOTICE OF COMPLAINT
REQUEST FOR RESOLUTION THROUGH ADMINISTRATIVE PROCESS

Name of Building Principal/Appropriate Supervisor to Whom Complaint is Addressed:
Name of Complainant:
Job Assignment (if employee):
Job Site:
Name of Person Complained Against:
Job Assignment (if applicable):
Date Complaint Filed:

PLEASE BE SPECIFIC AND PROVIDE COMPLETE DETAILS IN STATING COMPLAINT

- A. List School District Policy or Regulation Allegedly Violated:
B. Date Violation Occurred:
C. Locations at Which Violation Occurred:
D. Witnessed to Violation (attach witness statements):
E. Description of Violation (attach additional sheet for explanation if necessary):

Blank lines for providing details of the complaint.

Proposed Resolution:



Signature of Complainant

Date

Note: If an employment complaint is directed against an immediate supervisor, the complainant may elect to make complaint directly to the Human Resources Department.