



**CITIZEN COMPLAINT FORM  
REGARDING DISTRICT EMPLOYEES**

As pursuant to Board Policy & Administrative Regulation 1312.1

If a complaint is not resolved by a discussion between the complainant and the employee involved, this form is to be submitted as follows:

1. Complaint is to be submitted to the immediate supervisor of the employee involved, who will send a copy to the Superintendent and the original to the employee.
2. If a complaint is not resolved by submission of this form to the employees' immediate supervisor, the complainant should seek a resolution of the complaint by discussing the matter with the Superintendent.
3. If a complaint is not resolved by discussion with superintendent, the complainant may request a hearing with the Board of Education, which will be conducted in closed session. The employee and his/her immediate supervisor, as well as the Superintendent, will be present as such hearing.

Employees Name: \_\_\_\_\_ Site/Department: \_\_\_\_\_

Please indicate the site/department where the incident(s) leading to your complaint originated: \_\_\_\_\_

Describe, with detail, the nature of your complaint (Attach additional pages, if necessary): \_\_\_\_\_

Specify remedy you are seeking: \_\_\_\_\_

Complainant: \_\_\_\_\_  
PRINTED NAME SIGNATURE

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

Supervisors' recommendations for resolution of problem: \_\_\_\_\_

Immediate Supervisor: \_\_\_\_\_  
PRINTED NAME SIGNATURE DATE

Statement of Superintendent: \_\_\_\_\_

Superintendent: \_\_\_\_\_  
PRINTED NAME SIGNATURE DATE

Referred to Governing Board? ( ) No ( ) Yes , Date: \_\_\_\_\_

Distribution: Original: Superintendent Pink copy: Employee against whom complaint is filed  
Yellow copy: Employees immediate supervisor Goldenrod copy: Held by Complainant