



Complaint Concerning District Employees

For use with BP 1312.1 (a)

(Refer to appropriate Board Policy and Administrative Regulation for timelines)

Step 1: Informal Complaint: Informal Complaint: Prior to filing a written complaint every effort should be made to resolve a complaint at the earliest possible stage. Whenever possible, the complainant should communicate directly to the employee in order to resolve concerns. If a complainant is unable or unwilling to resolve the complaint directly with the employee, he/she may submit an oral or written complaint to the employee's immediate supervisor or the principal.

Step 2: Formal Complaint

Step 3: District Level Appeal

Step 4: Governing Board Appeal

Complainant Name: _____

Home Address: _____

Home Telephone: _____ Work Telephone: _____

Employee(s) This Complaint is Against: _____

Date of Alleged Incident: _____ Location of Alleged Incident: _____

Narrative Summary of Alleged Incident - include time, place, participants and witnesses to the alleged violation (If more space is needed, please attach additional sheets): _____

Desired Outcome of Investigation: _____

Complainant's signature

Date

Complainants may, in some circumstances, have the right to appeal decisions to the California Department of Education, or to seek review by the U.S. Department of Education, Office of Civil Rights, or may seek civil remedies for allegations of employment discrimination through the U.S. Equal Employment Opportunity Commission and California Dept. of Fair Employment and Housing.