

Complaints Concerning District Employees Form

For use with AR 1312.1

(Staff responsible for investigating complaints shall attempt to resolve within 30 days and inform employee within 5 days of a complaint against them)

For questions or clarification, you may contact the Human Resources Department at 805-389-2100.

Step 1: 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/Superintendent Designee

Complainant Name: _____

Home Address: _____

Home Telephone: _____ Work Telephone: _____

Employee(s) This Complaint is Against: _____

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

Specific description and complaint shall include: time, place, names of participants and witnesses to the alleged violation, any prior attempt to discuss complaint with the employee and failure to resolve the matter. (If more space is needed, please attach additional sheets):

The Superintendent or designee's decision shall be final. However complainant, the employee, or Superintendent or designee may ask to address the Board regarding the complaint. See AR 1312.1 for additional information.