



Moorpark Unified School District

Complaints Concerning District Employees

Board Policy and Administrative Regulation 1312.1

MUSD accepts responsibility for providing a means by which the public can hold employees accountable for their actions and desires that complaints be resolved expeditiously without disrupting the educational process.

Efforts will be made to resolve complaints regarding district employees at the earliest possible stage. Any person who complains about a district employee shall be encouraged to resolve the matter informally through direct communication with the employee whenever possible. If a complainant is unable to resolve the complaint directly with the employee, the complainant may submit a written complaint to the principal or other immediate supervisor of the employee. Complaints related to a principal or district administrator shall be initially filed in writing with the Superintendent or designee. If the complainant is unable to prepare the complaint in writing, administrative staff shall provide assistance in the preparation of the complaint.

Retaliation against complainants is prohibited. MUSD may keep a complainant's identity confidential, except to the extent necessary to investigate the complaint. The District will not investigate anonymous complaints unless it so desires.

Complainant Name _____

Phone number _____ **Date** _____

Address _____

Nature of Complaint: *Please describe the grounds for your complaint. Include all names, dates, and places necessary for a complete understanding. Attach additional pages if necessary.*

Describe your attempts to discuss and resolve this complaint with the employee and/or the employee's supervisor.

How do you propose that your complaint be resolved?

I understand that as a result of filing this complaint, members of the District's administrative/management staff may request additional information from me about this complaint and if such information is available, I shell present it upon request. I also understand that a copy of the complaint will be given to the person(s) against whom this complaint is being and they will be given the opportunity to respond to this complaint.

I certify under penalty of perjury that the foregoing is true and correct.

Executed this _____ day of _____, 20____, at _____, California.

Signature of Complainant