Turlock Unified School District

Complaints Concerning District Personnel Form

Instructions

What is this form? This form is used to submit a complaint concerning the conduct or actions of a District employee after reasonable efforts have been made to resolve the concern through informal communication. This process is intended for concerns related to an employee's work for the District. Concerns that are unrelated to an employee's work for the District generally are not appropriate for this complaint process.

Informal Resolution. The District believes that concerns are best resolved at the earliest possible stage. Whenever appropriate, individuals are encouraged to discuss concerns directly with the employee involved or the employee's immediate supervisor before submitting this form.

What is NOT covered? Some concerns are handled through different District procedures. To ensure your concern is addressed through the appropriate procedure, please note:

- **UCP Complaints:** For concerns regarding alleged violations of federal or state laws governing specific educational programs, or acts of unlawful discrimination, harassment, intimidation, or bullying, use the "***Uniform Complaint Procedures (UCP) Complaint***" form (BP/AR 1312.3).
- **Title IX Sexual Harassment Complaints:** Complaints alleging sexual harassment prohibited by Title IX should be submitted using the District's Title IX Sexual Harassment Complaint Procedures (AR 4119.12).
- **Williams Complaints:** For concerns regarding instructional materials, teacher vacancy & misassignment, or school facilities, please use the "***Williams Complaint***" form (BP/AR 1312.4).

Section 1 – Complainant Information

Name: _____

Address: _____

City/State/Zip: _____

Phone:_____ Email: _____

Preferred method of contact: ☐ Phone ☐ Email ☐ Mail

Relationship to the District:

☐ Parent/Guardian ☐ Student ☐ Employee ☐ Community Member ☐ Other: _____

Student Name (if applicable): _____

School: _____ Grade: _____ DOB: _____

Section 2 – Employee Information

Employee Name: _____

Position: _____ School/Department: _____

Section 3 – Prior Attempts to Resolve

☐ I understand the District may first attempt to resolve this matter informally before beginning a formal investigation.

Have you discussed this issue with school or district personnel? ☐ Yes ☐ No

If yes: Name/Title: _____ Date(s): _____

Describe the steps you have taken to resolve this concern informally. If you did not attempt informal resolution, please explain why.

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Section 4 – Description of Complaint

Describe what happened, when it occurred, where it occurred, who was involved, and any witnesses. Attach additional pages if needed.

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Section 5 – Witnesses (Optional)

Name | Relationship | Contact Information (if known)

_____

_____

Section 6 – Supporting Documents

☐ I have attached supporting documents (emails, letters, texts, photographs, video, etc.)

Section 7 – Requested Resolution

What action or resolution are you requesting the District consider?

_____

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Section 8 – Certification

The purpose of this process is to fairly and promptly address concerns regarding District personnel. The District requests that complaints be submitted in good faith and include factual information to the best of the complainant's knowledge. Submission of a complaint does not, by itself, establish that District policy has been violated. By signing below you certify the information provided in this complaint is true and correct to the best of your knowledge.

Printed Name: _____ Date: _____

Signature: _____

Important Information

How to Submit: Please submit your completed Complaints Concerning District Personnel form to:

> **Turlock Unified School District – Human Resources Department**
> In Person: 1574 E. Canal Drive, Turlock, CA 95380
> Via Email: HRComplaints@turlock.k12.ca.us

Review of Complaint: The District will determine whether the complaint falls under Administrative Regulation 1312.1 or another District complaint procedure. If another procedure applies, the District will notify the complainant and redirect the complaint to the appropriate process.

Informal Resolution: Consistent with Board Policy and Administrative Regulation 1312.1, the District will seek to resolve complaints at the earliest possible stage whenever appropriate. As part of its review, the District administration or the employee's supervisor may contact the complainant and employee to determine whether the matter can be resolved through informal communication before a formal investigation is initiated.

Formal Investigation: If informal resolution is unsuccessful or inappropriate under the circumstances, the District may conduct an impartial investigation. The complainant and the employee will each be provided an opportunity to present information relevant to the complaint**.**

Confidentiality: If a complainant requests confidentiality, the District will make reasonable efforts to protect the complainant's identity. However, confidentiality may limit the District's ability to investigate the complaint or take appropriate corrective action**.**

Protection from Retaliation: Retaliation against any individual who files a complaint or participates in the investigation of a complaint is strictly prohibited by District policy and state law.