

COMPLAINT AGAINST A DISTRICT EMPLOYEE

To: Dr. Peter Finch, Superintendent Date: _____

Name of employee(s) against whom complaint is made: _____

Description of complaint (please include names, dates, places; use additional sheet if needed):

Have you discussed the complaint with:

Employee?	Yes	No	Name: _____	Date: _____
Principal?	Yes	No	Name: _____	Date: _____
Supervisor?	Yes	No	Name: _____	Date: _____

Result of discussion(s): _____

How would complainant like this issue resolved? _____

I, the complainant, understand that:

- The School District may request further information about this complaint, and if such information is available, I shall present it upon request.
- A copy of this complaint will be given by the School District to the employee against whom this complaint is being made, and he/she will be given the opportunity to respond in writing to this complaint and that I will receive from the School District a copy of such response.
- If a hearing is held on this complaint, it will be held in executive session with press and public excluded, and I will be informed of the time, date and place such hearing will be held.

Name of Complainant: _____ Telephone #: _____

Address: _____

Signature of Complainant: _____