PUBLIC CONCERNS / COMPLAINTS
ABOUT PERSONNEL

PUBLIC COMPLAINTS ABOUT SCHOOL PERSONNEL
(This Form to be Submitted to the Employee's Supervisor)

Person against whom the complaint is made __________________________

Employee’s position __________________    School/dept. _______________

Person(s) or group filing complaint ________________________________

Complainant’s address _________________________   Phone ___________

Complainant’s E-mail address _____________________________________

Date complaint is filed __________________________________________

Has problem been discussed with the employee?

☐ Yes  ☐ No                   Date ______________________________________

Has problem been discussed with the employee’s supervisor?

☐ Yes  ☐ No                   Date ______________________________________

Summary of the charges (description of incident or event, including date, place, time, additional persons, alleged improper conduct, and suggested solution):

____________________________________________________________________

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____________________________________________________________________

The Projected Solution

Indicate what you think can and should be done to solve the problem. Be as specific as possible.
The administration shall give one (1) copy to the complainant and shall retain one (1) copy for the file.