

**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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