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COMPLAINT FORM (Personnel)

Complainant _____ Email _____

Address _____ Phone _____

District employee _____ Work location _____

Every effort should be made to resolve a complaint at the earliest possible stage. Prior to filing a written complaint, the complainant should communicate directly to the employee and/or his/her supervisor in order to resolve concerns.

- I have spoken to the employee about this matter
- I have spoken to the employee's principal/supervisor regarding this issue
- I have not spoken to the principal/supervisor regarding this issue because:

Description of complaint:

Specific remedy sought by complainant:

The employee who is the object of the complaint shall be notified within five days and staff responsible for investigation shall attempt to resolve the complaint to the satisfaction of the parties involved within 30 days. Please see Administrative Regulation 1312.1 for appeals process. The District may keep a complainant's identity confidential, except to the extent necessary to investigate the complaint, but will not investigate anonymous complaints unless it so desires.

Signature of complainant _____ Date _____

Submit this form to the employee's supervisor

(If the complaint is against an administrator, submit form to the Administrative Director, Human Resources)

Complaint received by _____ Date _____

Employee notified	
Resolved	