

COMPLAINTS CONCERNING DISTRICT EMPLOYEES

**CITIZEN'S COMPLAINT AGAINST
AN EMPLOYEE**

To: Board of Trustees
c/o Assistant Superintendent, Instructional Support Services
350 W. Brookside Avenue

Beaumont, CA 92223

From: Name: _____

Address: _____

Phone No.: (Home) _____ (Work) _____

Subject: Complaint against (one name per form): _____

Nature of complaint (describe in your own words the grounds of your complaint, including all names, dates, and places necessary for a complete understanding of your complaint):

(If necessary, attach additional pages of your own.)

COMPLAINTS CONCERNING DISTRICT EMPLOYEES (continued)

Have you discussed the complaint with the employee named and his/her immediate supervisor?

Yes No

Give dates and name(s) of persons to whom you have spoken:

State the result of the discussion:

Remedies sought:

I understand that the Assistant Superintendent, Superintendent, or Board of Trustees may request from me further information about the complaint, and if such information is available, I shall present it upon request.

I also understand that if this complaint is against an employee, a copy of this complaint will be given by the Assistant Superintendent, Superintendent, or designee to the person(s) against whom this complaint is being made. He/she (they) will be given the opportunity to respond to this complaint in writing and I will receive a copy of such response.

I certify under penalty of perjury that the foregoing is true and correct. Executed this _____ of _____, 20____ at _____, California.

Signed _____

Date _____