

Ventura USD

Exhibit

Complaints Concerning District Employees

E 1312.1

Community Relations

REQUEST FOR A REVIEW COMPLAINTS CONCERNING SCHOOL DISTRICT PERSONNEL

Directions: All formal complaints involving Ventura Unified School District personnel must be initiated by completing this form and following the procedures attached to this form. No oral complaints will be processed. This form shall be delivered to the Supervisor of the Employee involved (contact the District Office - 641-5000 x1150 - if further assistance or clarification is needed).

1. Complaint's Name:

Address: Phone:

2. Employee's Name:

School or Work Station:

3. Nature of Complaint (note the day, time and where the alleged behavior took place, plus a brief description of the concern that you have):

4. Please describe the action you would like taken to resolve this issue:

5. Have you discussed this complaint with the employee? ___ Yes ___ No

With his/her supervisor? ___ Yes ___ No

Complainant Signature: Date:

Received by: Date:

Comments:

11/2007 Distribution: WHITE-Human Resources Yellow-Supervisor
PINK-Complainant

Exhibit VENTURA UNIFIED SCHOOL DISTRICT
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