



Describe your attempts to discuss and resolve this complaint with the employee and/or employee's supervisor.

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How do you propose that your complaint be resolved?

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I understand that as a result of filing this complaint management/supervisory staff may request further information from me about this complaint, and if such information is available, I shall present it upon request.

I certify under penalty of perjury that the foregoing is true and correct.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,  
in \_\_\_\_\_, California.

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Signature of Complainant

*(Please complete this document with as much detail as possible and return to the Director of Human Resources at the address listed above. A copy of this complaint will be forwarded to the county superintendent of schools.)*