

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

How do you propose that your complaint be resolved?

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.

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.)