

COMPLAINTS CONCERNING DISTRICT EMPLOYEES

To: Wendy Kelly, Executive Director of Human Resources and Educational Services 6-8
750 Bradford Street, Redwood City, CA 94063

From: Name: _____

Address: _____

Email address: _____

Phone No.: _____

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.)

Have you discussed the complaint with the employee named? Yes No

Have you discussed the complaint with the employee's 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 Executive Director, 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 Executive Director, 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 _____