

Complaint Form

Name of Person Filing: _____

Date: _____

Specific steps to be followed in the processing of any employee complaints:

STEP (1): The employee is to complete a complaint form and meet with their immediate supervisor to discuss the complaint in an effort to resolve the difficulty. The supervisor will respond within 2 working days.

STEP (2): If the employee is not satisfied with the decision of their supervisor, the employee shall submit their written complaint within two working days to the Administrator, with a copy to their immediate supervisor, the Administrator will respond within 2 working days. The Administrator's decision is final. In the event that the Administrator is the immediate supervisor of an employee who issues a complaint the written complaint will be submitted to the school board for further action.

Nature of Complaint (specifics):

Steps taken to resolve:

Possible Solutions:

Received by: _____

Date: _____

cc: _____