

**COMPLAINT REGARDING PERSONNEL**

Employee Involved\_\_\_\_\_

School/Office/Location\_\_\_\_\_

Complainant Name (please print)\_\_\_\_\_

Address\_\_\_\_\_

Telephone (home/work)\_\_\_\_\_

Nature of the problem (give specific details; dates, time, witnesses, etc.)

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How do you believe the situation can best be resolved?

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\_\_\_\_\_  
Signature of Complainant

\_\_\_\_\_  
Date

Response of Chief Human Resources Officer:

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Date