

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.)

How do you believe the situation can best be resolved?

Signature of Complainant

Date

RESPONSE TO COMPLAINT REGARDING PERSONNEL

Response of Director of Human Resources:

Signature _____

Date _____