



# Bellevue School District

22736 Kuien Mill Road, Sonoma CA 95370

209-586-5510 ~ FAX 209-586-5516

## **COMPLAINT CONCERNING DISTRICT EMPLOYEES**

Please read the procedures for filing a complaint and be sure to follow the process completely. The district encourages every effort to resolve the complaint at the earliest possible stage.

1. Meet with the employee against whom the complaint is lodged.
2. If not resolved at this level, put the complaint in writing and direct it to the Superintendent. Use the attached form.
3. The written complaint must be filed within thirty (30) days of the event giving rise to the complaint.
4. Upon receipt of the written complaint and signed form, the Superintendent will:
  - a. Notify the affected employee in writing.
  - b. Provide a copy of the complaint.
  - c. Investigate and review.
  - d. Respond to all parties within thirty (30) days of receipt of the complaint.

The Superintendent's decision shall be final unless the complainant, the employee, or the Superintendent requests a closed hearing before the board on the complaint. Such a request shall be made in writing to the Superintendent within ten (10) working days of receipt of the Superintendent's decision. The employee may request an open hearing.

If the complainant fails to put the complaint in writing, it will be considered by the district as a dropping of the complaint.



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## DISTRICT COMPLAINT FORM

To: District Superintendent

From: Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Name of person against whom the complaint is made: \_\_\_\_\_

Date incident occurred: \_\_\_\_\_

Nature of complaint: Describe in your own words the complaint against the employee. Include all names, dates and places necessary for a complete understanding of the complaint. You may use additional pages or attach a typed response.

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Has the complaint been registered or discussed with: (check all that apply)

- Employee against whom complaint is filed      Date: \_\_\_\_\_
- Employee's Supervisor      Date: \_\_\_\_\_
- Principal      Date: \_\_\_\_\_

What was the outcome of the discussion (s)?

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Signature: \_\_\_\_\_ Date: \_\_\_\_\_