## Article 4 **PERSONNEL** Complaint form for Policy No. 4240

## Personnel - Non-Certificated Employees

## **Complaint Form**

This complaint form is to be used when a non-certificated employee of Arnold Public Schools has a personal complaint related to his/her employment. The initial step for such a complaint is to have a conference with the school principal or with the supervisory officer directly in charge. That step may be undertaken informally, without completing this form.

This form is to be completed if the employee is dissatisfied with the outcome at the initial step and wishes to have his/her complaint reviewed at the next level.

Date:	
Name:	:
(1)	Description of the complaint:
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(2)	Names of any witnesses to the matter being complained about:
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(3)	Identify and attach any supporting the complaint:
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	(4) Date of the personal conference with the principal or supervisory
officer	:
(5)	Response given by principal or supervisory officer to the employee's complaint:
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(6) Relief requested (what I want done in response to this complaint):

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•	ve a reasonable belief that the facts in this complete for an investigation to be made into this complete.	*
Received by:	Signature: Date: Page of 1	