

REGIONAL SCHOOL UNIT #20

COMPLAINTS ABOUT EMPLOYEES/CONCERNS

Please complete the following form to make a formal complaint about an RSU #20 employee/concerns and return the form to the Superintendent's Office. If the complaint is against the Superintendent, please send to the RSU #20 Board Chairperson.

Date \_\_\_\_\_

Your name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Phone: Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

ISSUE OR COMPLAINT (I /C)

Employee's Name \_\_\_\_\_ Position \_\_\_\_\_

Date(s) of I/C \_\_\_\_\_ Building \_\_\_\_\_

Location of I/C \_\_\_\_\_ Time of I/C \_\_\_\_\_

Description of the issue or complaint. Please be as specific as possible. Include the names of any witnesses, as well as dates and times of the incident(s). Please feel free to use the back of the form to provide further information.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

OFFICE USE ONLY

RECEIVED \_\_\_\_\_

DATE

TIME

RECEIVED BY \_\_\_\_\_

CROSS REFERENCE: KE, Public Concerns, Complaints, and Compliments  
ADOPTED: August 11, 2009