

**SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT  
OFFICE OF HUMAN RESOURCES  
1651 SIXTEENTH STREET  
SANTA MONICA, CA 90404-3891  
VOICE (310) 450-8338  
FAX (310) 450-0898**

**COMPLAINT AGAINST AN EMPLOYEE**

TO: DEPUTY SUPERINTENDENT-CHIEF OF STAFF

FROM:

\_\_\_\_\_

Last Name

\_\_\_\_\_

First Name

\_\_\_\_\_

Address

\_\_\_\_\_

Telephone Numbers

Name of person (s) against whom complaint is made: \_\_\_\_\_

Nature of complaint. (This should be a description in your own words of the grounds of your complaint, including all names, dates, and places necessary for a complete understanding of your complaint):

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

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

\_\_\_\_\_  
Date

Has the complaint been discussed with the employee named in this complaint, his/her school principal, or his/her supervisor?  Yes  No

To whom have you spoken about this? Please list the names: \_\_\_\_\_  
\_\_\_\_\_

When? Please indicate dates: \_\_\_\_\_  
\_\_\_\_\_

What was the result of the discussion? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*I (We) understand that the Board of Education may request from me (us) further information about this complaint, and if such information is available, I (we) shall present it upon request.*

*I (We) also understand that a copy of this complaint will be given by the Board of Education to the person(s) against whom this complaint is being made, and he /she (they) will be given the opportunity to respond in writing to this complaint and that I (we) will receive a copy of such response.*

*I (We) certify under penalty of perjury that the foregoing is true and correct.*

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_, at \_\_\_\_\_, California.

Signature (s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

REMEDY DESIRED:

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