



Centinela Valley Union High School District

Human Resources Division

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COMPLAINT CONCERNING DISTRICT EMPLOYEES

After reading the attached Board Policy and Administrative Regulation, please complete this form and submit to the Principal or the appropriate supervisor. Please contact the Human Resources Division if you have any questions.

Name of complainant: _____

Location at which incident occurred: _____

If you are an employee, state your job title: _____

Address: _____

Phone Number: _____

Email: _____

Name(s) of the person(s) against whom the complaint is being made:

Are you filing the complaint on behalf of someone else? If so, specify for whom you are filing this complaint and your relation to them.

Provide a brief but specific summary of the complaint and the facts surrounding it. Include the date(s), place(s), and witness(es) of the alleged act(s). Please attach additional pages if necessary.

If you made a prior attempt to discuss the complaint with the employee, but failed to resolve the matter, please list the date, time, and location of the attempt, and list any witnesses who were present at the meeting.

What resolution or corrective action(s) are you requesting?

Date complaint submitted: _____

Signature of complainant: _____

(To be completed by the recipient of this complaint form.)

Complaint Received By: _____

Job Title: _____

Signature: _____

Date: _____ Time: _____

**PLEASE SCAN TO THE ASSISTANT SUPERINTENDENT, HUMAN RESOURCES
DIVISION WITHIN ONE WORK DAY OF RECEIVING THIS COMPLAINT.**

Board Policy 1312.1

The Governing Board accepts responsibility for providing a means by which the public can hold employees accountable for their actions. The Board desires that complaints be resolved expeditiously without disrupting the educational process.

The Superintendent or designee shall develop regulations which permit the public to submit complaints against district employees in an appropriate way. These regulations shall protect the rights of involved parties. The Board may serve as an appeals body if the complaint is not resolved.

The Board prohibits retaliation against complainants. The Superintendent or designee at his/her discretion may keep a complainant's identity confidential, except to the extent necessary to investigate the complaint. The district will not investigate anonymous complaints unless it so desires.

Administrative Regulation 1312.1

The Superintendent or designee shall determine whether a complaint should be considered a complaint against the district and/or an individual employee, and whether it should be resolved by the district's process for complaints concerning personnel and/or other district procedures.

To promote prompt and fair resolution of the complaint, the following procedures shall govern the resolution of complaints against district employees:

1. Every effort should be made to resolve a complaint at the earliest possible stage. Whenever possible, the complainant should communicate directly to the employee in order to resolve concerns.
2. If a complainant is unable or unwilling to resolve the complaint directly with the employee, he/she may submit an oral or written complaint to the employee's immediate supervisor or the principal.
3. All complaints related to district personnel other than administrators shall be submitted in writing to the principal or immediate supervisor. If the complainant is unable to prepare the complaint in writing, administrative staff shall help him/her to do so. Complaints related to a principal or central office administrator shall be initially filed in writing with the Superintendent or designee. Complaints related to the Superintendent shall be initially filed in writing with the Board.
4. When a written complaint is received, the employee shall be notified within five days or in accordance with collective bargaining agreements.
5. A written complaint shall include:
 - a. The full name of each employee involved
 - b. A brief but specific summary of the complaint and the facts surrounding it
 - c. A specific description of any prior attempt to discuss the complaint with the employee and the failure to resolve the matter
6. Staff responsible for investigating complaints shall attempt to resolve the complaint to the satisfaction of the parties involved within 30 days.

7. Both the complainant and the employee against whom the complaint was made may appeal a decision by the principal or immediate supervisor to the Superintendent or designee, who shall attempt to resolve the complaint to the satisfaction of the person involved within 30 days. Parties should consider and accept the Superintendent or designee's decision as final. However, the complainant, the employee, or the Superintendent or designee may ask to address the Board regarding the complaint.
8. Before any Board consideration of a complaint, the Superintendent or designee shall submit to the Board a written report concerning the complaint, including but not limited to:
 - a. The full name of each employee involved
 - b. A brief but specific summary of the complaint and the facts surrounding it, sufficient to inform the Board and the parties as to the precise nature of the complaint and to allow the parties to prepare a response
 - c. A copy of the signed original complaint
 - d. A summary of the action taken by the Superintendent or designee, together with his/her specific finding that the problem has not been resolved and the reasons
9. The Board may uphold the Superintendent's decision without hearing the complaint.
10. All parties to a complaint may be asked to attend a Board meeting in order to clarify the issue and present all available evidence.
11. A closed session may be held to hear the complaint in accordance with law.
12. The decision of the Board shall be final.

Any complaint of child abuse or neglect alleged against a district employee shall be reported to the appropriate local agencies in accordance with law, Board policy and administrative regulation.