

Fremont Unified School District
COMPLAINT FORM
 Governing Board Policy and Administrative Regulation (BP 1312.1, AR 1312.1)

THIS COMPLAINT FORM on may be used at Step II and is required at Step III of the AR 1312.1 complaint process after every attempt has been made to resolve the concern at the informal level at Step I.

This Complaint Form is to be used for complaints against all employees OTHER than Certificated Fremont Unified District Teachers Association (FUDTA) Members. GOVERNING BOARD POLICY (BP 1312.1) covers complaints **filed against all managers** of FUSD including the **Superintendent**. BP 1312.1 also covers complaints **filed against all classified employees** such as members of CSEA and SEIU 790 and classified managers. This includes but is **not limited to: clerical, custodial, child nutrition, maintenance, transportation, and paraeducator employees**. For the complaints regarding FUDTA members (Teachers, Substitutes, Counselors, Nurses, Psychologists, Speech Therapists, and Librarians) please see FUDTA Article 30 Complaint Process and Form.

School or Work Location of Employee of Concern _____

Date of last meeting with employee of concern _____ Date filing written complaint: _____

Description of incident, action, or omission that gives cause for the complaint (attach additional comments as appropriate):

Names and positions of any individuals with whom you have a concern:

Date of alleged incident, act or omission:

Names and positions of witnesses, if any:

Name of Complainant: _____ Phone: _____

Address: _____ 2nd Phone: _____

Signature of Complainant: _____

Submit a copy of complaint to the school supervisor of the employee with whom you have a concern at the work location. The complaint form will be time stamped/dated and a copy provided to the complainant upon submission to the supervisor of the employee.

Steve Betando, Assistant Superintendent – Human Resources
 4210 Technology Drive
 Fremont, California 94538