

PENN MANOR SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: October 17, 2012

REVISED:

326-AR-1. COMPLAINT FORM

This form provides the opportunity for an employee to question the application of a law or regulation, Board policy, administrative regulation, rule or procedure and to secure at the lowest administrative level an equitable, prompt, and satisfactory solution.

Complainant

Employee Name: _____ Date: _____

Home Address: _____

Work Location: _____ Title: _____

This complaint is made on behalf of myself and other complainants (list names): _____

Complaint

Identify the law, regulation, Board policy, administrative regulation, rule, or procedure whose application is at issue.

Explain the circumstances of the complaint. Use full names, dates, exact location, and specific occurrence, if appropriate. (Use additional sheet if necessary.)

State the decision rendered at the private, informal conference.

What results are you seeking from this complaint process? (Use additional sheet if necessary.)

Employee's Signature

Date

Level One: Immediate Supervisor

Name: _____ Title: _____

Date complaint received at this level: _____

Immediate Supervisor's Response. (Use additional sheet if necessary.)

Supervisor's Signature

Date

This response shall be presented to the complainant within ten (10) working days of receipt of this complaint at this level.

Level Two: Superintendent/Designee

Name: _____ Title: _____

Date complaint received at this level: _____

Superintendent's/Designee's Response. (Use additional sheet if necessary.)

Superintendent's/Designee's Signature

Date

This response shall be presented to the complainant within ten (10) working days of receipt of this complaint at this level.

Level Three: School Board

Date complaint received at this level: _____

Board's Response. (Use additional sheet if necessary.)

Signature of Board President

Date

This response shall be presented to the complainant within ten (10) working days after hearing of appeal.