



BURBANK UNIFIED SCHOOL DISTRICT
EMPLOYEE COMPLAINT

Please fill out this form completely and return it to:

Assistant Superintendent of Human Resources
Burbank Unified School District
1900 Olive Avenue, Burbank, CA 91506

**PLEASE NOTE IF YOU WANT TO FILE A GRIEVANCE.
Filing of a "complaint" is not the same as filing a grievance.**

If you are a certificated or classified employee, you should review the grievance procedure contained in your respective collective bargaining agreement. The classified and certificated collective bargaining agreements contain detailed procedure on the grievance process and indicate the timing for which a grievance must be filed or be waived by the failure to file the grievance in a timely manner. The filing of a "complaint" does not suspend the time to file a grievance.

FROM: Name _____
Address _____

Telephone No. _____
Email _____

PLEASE MARK YOUR POSITION WITH BURBANK USD:

_____ Employee _____ Student _____ Parent _____ Community Member

SUBJECT: Complaint Against (*name and title*)

Nature of complaint (*describe in your own words the grounds of your complaint, including all names, dates and places necessary for a complete understanding of your complaint.*)

If Needed, you may type your statement on a separate sheet and attach it to this form)

Have you discussed the complaint with the employee or student(s) or the immediate supervisor if applicable?

Yes No

Give dates and name(s) of persons to whom you have spoken.

If applicable state the result of the discussion with immediate supervisor.

Other comments, if any.

(If necessary, attach additional pages of your own)

DECLARATION UNDER PENALTY OF PERJURY

I understand that the site administrator, Superintendent/Assistant uperintendent, Human Resources, or Board of Education may request from me further information about the complaint and, if such information is available, I shall present it upon request.

I also understand that a copy of this complaint will be given to the employee or student against whom this complaint is being made.

I declare under penalty of perjury that the foregoing is true and correct.

Executed this _____ day of _____, 20____, at _____, California.

Signed: _____