

**CLOVIS UNIFIED
SCHOOL DISTRICT****COMMUNITY RELATIONS
COMPLAINTS REGARDING DISTRICT EMPLOYEES****LEVEL 2 FORMAL COMPLAINT FORM –
COMPLAINTS REGARDING DISTRICT EMPLOYEES**

The Level 2 Formal Complaint Form – Complaints Regarding District Employees is set forth in this Exhibit and shall be used in accordance with Board Policy and Administrative Regulation No. 1312.1.

Reviewed: 01/14/2009, 10/14/2009, 11/13/2013

Amended: 09/22/1999, 02/22/2006, 01/23/2008, 02/22/2008, 05/10/2022 (EXH 9207/9208(1) renumbered as EXH 1312.1(1)), 09/26/2024 (EXH 1312.1(1) renumbered as EXH 1312.1(1B))



EXHIBIT NO. 1312.1(1B)

**LEVEL 2 FORMAL COMPLAINT FORM –
COMPLAINT REGARDING DISTRICT EMPLOYEES**

To file a Level 2 Formal Complaint, a complainant must have first submitted a Level 1 informal complaint by communicating the complaint with the District employee (if the complainant is comfortable to do so) or with the employee's supervisor and/or the site/department administrator and attempted to resolve the complaint informally (see Exhibit No. 1312.1(1A)). A Level 2 formal complaint shall be submitted within 45 days of the occurrence of the alleged conduct that is the subject of the Level 2 formal complaint, subject to an extension for the time spent during the Level 1 informal complaint resolution process. A Level 2 formal complaint shall be filed with the appropriate assistant superintendent or designee, and processed through a formal investigation or, if the complainant is willing, through an informal resolution.

Name of Complainant: _____ Date: _____
Address: _____ City: _____ Zip Code: _____
Phone No.: _____ Email: _____

1. Attach Level 1 informal complaint (written communication or a completed Level 1 Informal Complaint Form) that you previously submitted to the District employee, the employee's supervisor, and/or the site/department administrator. **Any complaint submitted at the Level 2 formal complaint where a Level 1 informal complaint has not been submitted will be processed by the District as a Level 1 informal complaint.**
2. List the name of each District employee with whom you communicated and attempted to resolve your complaint at the Level 1 informal complaint process: _____

3. Identify each alleged conduct raised in your Level 1 informal complaint that has not been resolved through the Level 1 informal complaint resolution process and describe the attempts to resolve such alleged conduct and why you are not satisfied with the attempted resolution: _____

4. Provide any additional facts or witnesses that were not stated in your Level 1 informal complaint that you believe would be helpful to resolve your remaining concerns: _____

5. Suggestions for an appropriate resolution of your remaining concerns: _____

I certify under penalty of perjury that the foregoing statements and attachments (if any) are true and correct.

Signature of Complainant: _____ Date: _____

Please file this Level 2 Formal Complaint Form with the appropriate assistant superintendent or designee at the District Office, 1450 Herndon Avenue, Clovis 93611; telephone (559) 327-9000

FOR DISTRICT USE ONLY		
Date Level 2 Formal Complaint Received: _____		
Mark One: <input type="checkbox"/> Complaint untimely filed, not processed <input type="checkbox"/> Complaint withdrawn		
<input type="checkbox"/> Entire complaint informally resolved <input type="checkbox"/> Complaint partially resolved through informal resolution. District investigated the unresolved alleged conduct and issued a response		
<input type="checkbox"/> Other (specify): _____		
District Staff: Name _____	Signature _____	Date _____