

## Suggestion, Complaint or Commendation Regarding an Employee, Program or Practice

The district is interested in suggestions, complaints and commendations involving employees, programs or facilities. When such is registered, we are interested in investigating the incident to see if there has been a misunderstanding or if some corrective action should be taken to improve the district. Commendations are of value to the district because they improve morale and encourage district employees to take pride in their work and do more than is ordinarily expected of them.

As both complaints and commendations are of value to the district, we welcome comments and request you fill in the information requested below.

Person making the complaint: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Name of employee / program: \_\_\_\_\_

Nature of suggestion, complaint or commendation:

Source of your information:

Justification of your feeling:

Suggested solution, resolution or outcome:

Signature of complainant: \_\_\_\_\_ Date: \_\_\_\_\_

---

### OFFICE USE

Disposition of complaint: \_\_\_\_\_

Immediate supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_ Date: \_\_\_\_\_