

**WASHOE COUNTY SCHOOL DISTRICT  
Human Resources Division**

**EDUCATION SUPPORT PROFESSIONAL COMPLAINT FORM**

Name (Please Print)	Complainant's Signature	Date Filed
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School Location	Position	On Behalf of the Assn.	Date Received
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**TIME LIMIT** **MONTH/DAY/YEAR**

On what date did you become aware of the act or condition on which this complaint is based? \_\_\_\_\_

**LEVEL ONE: SUPERVISOR**

On what date(s) did you meet and discuss this complaint with your supervisor/administrator? \_\_\_\_\_

On what date did you notice your supervisor/administrator you were going to file a complaint? \_\_\_\_\_

**LEVEL TWO: DEPARTMENT HEAD**

**a. Complainant's Statement**

On page 3 or an attached page, state the nature of the complaint including any policy, regulation, procedure, or practice which is the subject of the complaint. Also state the relief you are seeking. \_\_\_\_\_

**b. Department Head Decision**

Date complaint received: \_\_\_\_\_

Hearing Date (within five (5) working days of receipt): \_\_\_\_\_

Date decision rendered (recommended decision be rendered within ten (10) days after meeting). \_\_\_\_\_

**c. Complainant's Response** **MONTH/DAY/YEAR**

Please sign and date below if Level Two decision is acceptable.

\_\_\_\_\_  
Signature

**LEVEL THREE: SUPERINTENDENT/DESIGNEE**

**a. Complainant's Appeal**

\_\_\_\_\_ Please initial here and forward to the Labor Relations Manager if you wish to appeal to the Superintendent Level. Your appeal **MUST** be filed within five (5) working days after receipt of the decision. Attach written response, if desired. Please enter the date this appeal is provided to the Human Resources Department:

Signature

**b. Superintendent/Designee's Decision**

Date complaint received:

Hearing Date (within fifteen (15) working days of receipt):

Date decision rendered (must be within ten (10) working days after the hearing date):

**c. Complainant's Response**

Please sign and date if Level Three decision is acceptable.

\_\_\_\_\_  
Signature



Ruled area for text entry, consisting of multiple horizontal lines.