

**Exhibit (PDF) 1312.1-E PDF(1): Complaints Concerning District Employees**

**Status:** ADOPTED

**Original Adopted Date:** 09/21/2012

*See PDF on the next page.*

WRITTEN COMPLAINT FORM

Filed by (name and signature):

Delivered to (name of supervisor):

Date:

The full name of each employee involved:

A brief but specific summary of the complaint and the facts surrounding it:

A specific description of any prior attempt to discuss the complaint with the employee and the failure to resolve the matter:

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**Policy Reference Disclaimer:** These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

### **State References**

	<b>Description</b>
Ed. Code 33308.1	<a href="#">Guidelines on procedure for filing child abuse complaints</a>
Ed. Code 35146	<a href="#">Closed sessions</a>
Ed. Code 44031	<a href="#">Personnel file contents and inspection</a>
Ed. Code 44811	<a href="#">Disruption of classwork or extracurricular activities</a>
Ed. Code 44932-44949	<a href="#">Resignation, dismissal and leaves of absence (rights of employee; procedures to follow)</a>
Ed. Code 48987	<a href="#">Child abuse guidelines</a>
Gov. Code 54957	<a href="#">Closed session; complaints re employees</a>
Gov. Code 54957.6	<a href="#">Closed sessions regarding employee matters</a>
Pen. Code 11164-11174.3	<a href="#">Child Abuse and Neglect Reporting Act</a>
Pen. Code 273	<a href="#">Cruelty or unjustifiable punishment of child</a>
W&I Code 300	<a href="#">Minors subject to jurisdiction of juvenile court</a>

### **Management Resources References**

	<b>Description</b>
Court Decision	<a href="#">Baca v. Moreno Valley Unified School District (1996) 936 F. Supp. 719</a>
Website	<a href="#">CSBA District and County Office of Education Legal Services</a>

### **Cross References**

	<b>Description</b>
1100	<a href="#">Communication With The Public</a>
1250	<a href="#">Visitors/Outsiders</a>
1312.2	<a href="#">Complaints Concerning Instructional Materials</a>
1312.2	<a href="#">Complaints Concerning Instructional Materials</a>
1312.2-E(1)	<a href="#">Complaints Concerning Instructional Materials</a>
1312.3	<a href="#">Uniform Complaint Procedures</a>
1312.3	<a href="#">Uniform Complaint Procedures</a>
1312.3-E PDF(1)	<a href="#">Uniform Complaint Procedures</a>
1312.3-E PDF(2)	<a href="#">Uniform Complaint Procedures</a>
3555	<a href="#">Nutrition Program Compliance</a>
3555-E PDF(2)	<a href="#">Nutrition Program Compliance</a>
3555-E(1)	<a href="#">Nutrition Program Compliance</a>
4030	<a href="#">Nondiscrimination In Employment</a>
4030	<a href="#">Nondiscrimination In Employment</a>
4112.6	<a href="#">Personnel Files</a>
4112.6	<a href="#">Personnel Files</a>

4117.7	<a href="#">Employment Status Reports</a>
4118	<a href="#">Dismissal/Suspension/Disciplinary Action</a>
4118	<a href="#">Dismissal/Suspension/Disciplinary Action</a>
4119.1	<a href="#">Civil And Legal Rights</a>
4119.21	<a href="#">Professional Standards</a>
4119.21	<a href="#">Professional Standards</a>
4119.21-E PDF(1)	<a href="#">Professional Standards</a>
4144	<a href="#">Complaints</a>
4144	<a href="#">Complaints</a>
4212.6	<a href="#">Personnel Files</a>
4218	<a href="#">Dismissal/Suspension/Disciplinary Action</a>
4218	<a href="#">Dismissal/Suspension/Disciplinary Action</a>
4218.1	<a href="#">Dismissal/Suspension/Disciplinary Action (Merit System)</a>
4219.1	<a href="#">Civil And Legal Rights</a>
4219.21	<a href="#">Professional Standards</a>
4219.21-E PDF(1)	<a href="#">Professional Standards - Code Of Ethics</a>
4244	<a href="#">Complaints</a>
4244	<a href="#">Complaints</a>
4312.6	<a href="#">Personnel Files</a>
4317.7	<a href="#">Employment Status Reports</a>
4319.1	<a href="#">Civil And Legal Rights</a>
4319.21	<a href="#">Professional Standards</a>
4319.21-E PDF(1)	<a href="#">Professional Standards</a>
4344	<a href="#">Complaints</a>
4344	<a href="#">Complaints</a>
5141.4	<a href="#">Child Abuse Prevention And Reporting</a>
5141.4	<a href="#">Child Abuse Prevention And Reporting</a>
5145.12	<a href="#">Search And Seizure</a>
5145.3	<a href="#">Nondiscrimination/Harassment</a>
5145.3	<a href="#">Nondiscrimination/Harassment</a>
5145.7	<a href="#">Sexual Harassment</a>
5145.7	<a href="#">Sexual Harassment</a>
5145.9	<a href="#">Hate-Motivated Behavior</a>
6144	<a href="#">Controversial Issues</a>
9000	<a href="#">Role Of The Board</a>
9012	<a href="#">Board Member Electronic Communications</a>
9130	<a href="#">Board Committees</a>

9200	<a href="#">Limits Of Board Member Authority</a>
9321	<a href="#">Closed Session</a>
9321-E(1)	<a href="#">Closed Session</a>
9322	<a href="#">Agenda/Meeting Materials</a>
9323	<a href="#">Meeting Conduct</a>