



**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**Employee Complaint Alleging Harassment or Discrimination**

**INSTRUCTIONS:** Employee completes this form and submits to Chief, Human Resources Officer or designee with information copies to his/her supervisor and school attorney. A "Proof of Service" form must be attached to each copy.

Name (Last, First, Middle):	EMPLID#:	School Site or Department:	Position Title:	Date:
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Please state the specific description of the complaint, including names, dates and places necessary for complete understanding of the complaint (cite specific district, State, or Federal regulations which are alleged to have been violated):

Dates(s) when complaint was discussed with your supervisor? \_\_\_\_\_  
Please list the reasons why your supervisor's proposed resolution of the problem is not acceptable:

Please list specific actions requested of school district which you believe will remedy the complaint:

Do you wish to be represented by a person of your choice? If so, please enter the name of such designated representative:  _____	Please sign and date this form:  _____ Signature of Employee <span style="float: right;">Date</span>
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Date Received by Human Resources:



**SAN DIEGO UNIFIED SCHOOL DISTRICT  
Employee Complaint Alleging Harassment or Discrimination  
PROOF OF SERVICE**

INSTRUCTIONS: Attach one copy of this form to each copy of form, "Employee Complaint Alleging Discrimination." Proof of Service form must be signed by someone other than the complainant or the person(s) against whom the complaint is made.

I, the undersigned, say: I am over 18 years of age \_\_\_\_\_ in the County of San Diego, California, in  
(Employed/Resident)

which county the within-mentioned service occurred, and not a party to the subject cause.

My \_\_\_\_\_ address is \_\_\_\_\_  
(Business/Residence) (Street Address, City, State & Zip)

I served the \_\_\_\_\_.  
(Name of Document)

Of which a true and correct copy is attached, by placing a copy thereof in a separate envelope for each addressee named hereafter, addressed to each such addressee respectively as follows:


Each envelope was then:

- \_\_\_\_\_ 1. Personally delivered;
- \_\_\_\_\_ 2. Deposited in the United States mail with first class postage affixed;
- \_\_\_\_\_ 3. Deposited in school mail;

by me on \_\_\_\_\_, I declare under penalty of perjury that the foregoing is true and correct. Executed on  
(Date)

\_\_\_\_\_ at \_\_\_\_\_, California.  
(Date) (City)

\_\_\_\_\_  
(Type or Print Name)

\_\_\_\_\_  
(Signature)