

**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.

Name of Employee/Program Date of Suggestion, Complaint or Commendation

Nature of Suggestion, Complaint or Commendation: _____

Source of your information: _____

Justification of your feelings: _____

Remedy sought: _____

I have read the above but do not necessarily agree. Signature: _____ Date: _____

Employee: _____ Date: _____
Address: _____
Immediate Supervisor: _____ Phone: _____ Date: _____