



DISTRICT OFFICES
Yaw Obeng, Superintendent

150 Colchester Avenue
Burlington, VT 05401

802-865-5332
superintendent@bsdvt.org

The Burlington School District is dedicated to ensuring that the workplace is an equitable and safe environment for every employee. We encourage you to inform your supervisor or HR about any complaint, concern or problem that you or your co-workers experience. **This form is for general complaints, not harassment or discrimination complaint. Harassment form can be found on the HR web site.**

Employee General Complaint/Statement Form

We ask that you complete this form within five working days after the incident or problem first occurred. You will be contacted regarding this matter by your supervisor or the Human Resources Department within 10 working days.

Name: _____

Date: _____

Department: _____

Title: _____

Phone Number where you can be reached: _____

Complaint/Concern Information

Date of Incident: _____ Approx. Time of Incident: _____

Location of Incident:

Please describe the specific act(s), incident(s) or concern(s):

Additional Space:

(You may add additional sheets if needed.)

Are there others who have witnessed this behavior or others who have experienced a similar concern or problem? If so, please provide their name(s) and phone numbers.

Have you raised this complaint/concern with others in the District?

Yes No

If yes, please list their names:

If a meeting or hearing is required, are you willing to discuss your complaint/concern at the meeting or hearing? Yes No

Date: _____

Name

Witness

Please return this form to your supervisor or the Human Resource Services Department Office