

## **KEB2—Public Concerns and Complaints about Personnel Form**

**(This form is to be submitted to the Administrator.)**

Person(s) or group filing complaint: \_\_\_\_\_  
\_\_\_\_\_

Complainant's address: \_\_\_\_\_ Phone: \_\_\_\_\_

Complainant's E-mail address: \_\_\_\_\_

Date complaint is filed: \_\_\_\_\_

Person against whom the complaint is made: \_\_\_\_\_

Has this problem been discussed with the employee?

(please circle) Yes No Date: \_\_\_\_\_

If you answered "No" please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Summary of the complaint (description of incident or event, including date, place, time, additional persons, alleged problem, and suggested solution):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

