



Were you aware of this complaint prior to receipt of the formal complaint? Have you attempted to resolve the problem, and if so, describe what steps you have taken?

Do you have a proposed resolution? Please explain.

Respondent's Signature

Date

Important - Please Read:

- 1) The filing of this response does not guarantee that an investigation will occur. The complaint and response will be reviewed and an assessment made by the employer as to whether an investigation is warranted and/or whether an informal resolution process should be pursued.
- 2) This document and any attachments that you provide in the course of filing a response will be held in confidence. The response form and its attachments may be disclosed to the Complainant. Your signature confirms that you have been made aware and give permission for the above use of this information.

SUBMIT COMPLETED FORM TO YOUR IMMEDIATE SUPERVISOR OR THE SUPERINTENDENT IN A CONFIDENTIAL ENVELOPE.