



EMPLOYEE CONCERN/SUGGESTION FORM

Northwest Community Schools takes employee concerns of discrimination, harassment, and unethical or unfair conduct as serious matters. So that we may properly investigate your concern, you are requested to fill out this form as completely as possible. Please use additional sheets of paper where needed. After a prompt and thorough investigation into your concern, you will be notified of the district's intended action. Thank you.

Employee Name:		Date:	
Department:		Supervisor Name:	

1. Please describe in as much detail as possible the nature of your concern. Please provide or identify all known persons, documents and witnesses to your concerns:

2. Please describe how the actions you are reporting about have affected your ability to perform your job:

3. Please describe any positive solutions you believe can help resolve the situation:

4. Please provide any additional comments you wish to be considered when investigating your concern:

Supervisor's Signature

_____/_____
Date Form Received Date Responded