

**ALAMEDA COUNTY
WORKFORCE INVESTMENT BOARD**

NOTIFICATION OF COMPLAINT

RESPONDENT INFORMATION

Re: Complaint of: _____

A. Do you have a copy of the WIB Grievance & Complaint Procedures? Yes No

B. If you are (or will be) represented by an attorney or lay representative, please state:

His/her full name: _____

Mailing address : _____

City, State, ZIP: _____

Daytime Phone No. _____

C. If you will not be represented by an attorney or lay representative, please state the name and title of the person within your organization who should be contacted regarding this matter:

Name: _____

Title: _____

D. Will you or any witness that you intend to call need the services of an interpreter? If so, for what language? _____

(Note: You will be advised if a member of the County staff is available to interpret for you or your witness. If no one is available, you will have to supply your own interpreter at your own expense.)

As provided by the WIB Grievance & Complaint Procedures, you are responsible for producing any and all documents or other physical evidence in your possession or under your control that are relevant and material to the issues raised by the Complainant. Where such documents include the records of other participants, Agency Counsel shall examine those records in camera, and their contents shall not be released to the Complainant, nor made a part of the record, unless the other participants have executed written release and authorization forms, pursuant to the Alameda County WIB Confidentiality Policy. CAUTION: a failure to produce such evidence without good cause may lead to a finding that the evidence, if produced would be favorable to the Complainant.