Complaint About an Employee

Use this form to submit a formal complaint regarding an employee. Attach additional documentation if necessary.

Name of Complainant:	
Address:	
Telephone:	
Work Site (if applicable):	
Employee Complaint is About:	
Date Submitted:	

Nature of the Complaint

Please describe the concern and include specific facts, dates, locations, witnesses, and examples. Attach additional pages if needed.

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Complainant Signature	Date

Administrative Use

Person Complaint Referred To	Date Referred

Completed forms should be submitted to the Human Resources Office with a copy of the Complaint Resolution Form.