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| **HR Employee Complaint** |
| Complainant name |  |
| Phone |  |
| Department |  |
| Job title |  |
| Address |
|  |
| Supervisor name  |  |
| Phone |  |
| ***In case of representation:*** |
| Representative name |  |
| Phone |  |
| Organization |  |
| Address |
|  |
| ***Complaint Guidelines:***A complaint is defined as: 1) A claim by an employee about a specific management act which is charged to have adversely affected the existing terms or conditions of employment.2) A claim by an employee (adversely affected by an action by the management) charging that a provision of Personnel Policies for Staff Members has been violated.  |
| Describe your complaint in detail as per the following five points. Attach additional documents if required. * Management act to be reviewed.
* Date or dates of each act.
* University policy or procedure violated (if any).
* How did the management act violate policy or procedure?
* Were you adversely affected?
 |
| Resolution Requested: |
|  |
| Complainant signature |  | Date |  |
| Representative signature |  | Date |  |