

Complaint Form

Statement of complaint: State the details of your complaint, including the dates on which acts pertaining to your complaint occurred and the names of any witnesses. Please also state how you wish this complaint to be resolved. Attach additional pages if more space is needed.

Witness to statement: After completing your statement of complaint, complete the following in the presence of a Notary Public:

Name of employee filing complaint (please print)

Telephone number

Signature of employee filing complaint

Date

To be completed by the Notary Public:

State of Texas, County of _____. On this the ____ day of _____, _____, personally appeared _____, and, having been duly sworn, subscribed to the foregoing Complaint Form, and stated that the facts set forth therein are true.

Notary Public signature

Received by: After the Notary Public signs the form, deliver the form to the Director, Human Resources.

Through:

Director, Human Resources (please print)

Signature

Date received

Through:

Department Head (please print)

Signature

Date received

To:

Senior Administrator (please print)

Signature

Date received

Refer to System Regulation 32.01.02, Complaint and Appeal Procedure for Nonfaculty Employees.