



Notice of Employee Complaint:

A grievance is a problem, concern or complaint related to Albany State University's working environment. During the complaint resolution process, all parties to the matter must maintain confidentiality. All documents and paperwork relating to this complaint will be stored in a secure manner and shall only be directed to others associated with the matter under confidential cover. All necessary steps will be taken to ensure that no unauthorized persons can access or have the opportunity to access these files.

Employee Name.....
Last Name First Name

Department & Job Title.....

Date incident occurred:-.....-.....

Please provide detailed responses to the following questions:

1. What is the nature of your complaint or concern?
Please describe specific incidents relating to this complaint



2. Who or what are you identifying as the cause of your complaint?
You may list more than one person or incident.

3. When and where did the above actions or incidents take place?
Please indicate the time, part of the day and location the above indecent/ incidents occurred.

4. How frequently have these actions or incidents occurred?
Please indicate the number of times the above incident/incidents took place.

5. How long did these actions or incidents continue? Are they ongoing?
Were the actions continued over a period of time or was the behavior/incident isolated?

6. Witnesses

Were there any witnesses to this behavior /incident?

7. Action taken by you.

What action did you take in relation to this complaint?

8. Outcome

What do you consider a satisfactory outcome to be concerning this issue?

Additional Comments

Employee Declaration:

I declare that information provided on this document is true. I understand that there are severe penalties for providing a false or misleading statement, and that these penalties may include termination of employment. I understand that this document may be tendered, if required, in a relevant court or commission at any time in the future.

Employee Signature..... Date:

Witness Signature & Name..... Date: .. .