

# GRIEVANCE REPORT<sup>7-23-02</sup>

For Concerns Regarding Employees of the College

Complete the information below and describe everything that you heard, saw, and experienced in as much detail as possible. The grievance report, unless a police report is also filed, is the primary means of communicating a concern regarding the actions of an employee of the College.

**Note:** If action is taken the person of whom the report is regarding has the right to view this document. Please be sure that what is written is appropriate.

<b>Your Information:</b>	Date filing report: _____
Name: _____	<input type="checkbox"/> Student <input type="checkbox"/> Faculty/Staff
Phone number: _____	HUB Box or MSC #: _____

<b>Information pertaining to the person you are filing the report for:</b>			
Name: _____	<input type="checkbox"/> Faculty	<input type="checkbox"/> Staff	<input type="checkbox"/> Other
Incident Date: _____	Time: _____	Location: _____	

<b>Information pertaining to witnesses of the behavior(s) and/or action(s):</b>			
Name: _____	Phone: _____	<input type="checkbox"/> Student	<input type="checkbox"/> Faculty/Staff
Name: _____	Phone: _____	<input type="checkbox"/> Student	<input type="checkbox"/> Faculty/Staff
Name: _____	Phone: _____	<input type="checkbox"/> Student	<input type="checkbox"/> Faculty/Staff
Name: _____	Phone: _____	<input type="checkbox"/> Student	<input type="checkbox"/> Faculty/Staff

Please write or type on a separate paper, a legible and detailed report of action(s)/behavior(s)/concern(s) and attach it to the back of this form.

**Submit entire report to:**

Vice President for Student Affairs Office in Speare 305