

CLASSIFIED EMPLOYEE COMPLAINT FORM

Definition: “A complaint is an allegation made by an employee that the employee has been adversely affected on an employer-employee matter not covered by this Agreement.” MPCD/MPCEA 14.1.5

Directions: This form is to be completed by the employee with a complaint. “The complaint shall be brought to the attention of the MPCEA Chapter President and Associate Dean of Human Resources.” MPCD/MPCEA 14.1.5

Name:	Last	First	MI
Work Phone:		Work Location/Dept.:	
Date(s) complaint occurred:			
Concise statement of the circumstances and complaint. Include names of witnesses, specific dates, actions and any attempts to solve the situation. Attach an additional sheet of paper, if needed:			
Specific Remedy Sought:			

Complaint filed with Human Resources:		
Signature of HR Staff	Title	Date