



Submit to: Human Resources
 Austin West Campus
 Date/Time Received: _____
 By: _____

COMPLAINT FORM

Name of Alleged Offender: <hr/> <input type="checkbox"/> Student <input type="checkbox"/> Employee <input type="checkbox"/> Unknown Student ID# (if known): _____ Date of Incident: (mm/dd/yy): _____ Location of Incident: _____ <hr/> Time of Incident: a.m./p.m.: _____	<p style="text-align: center;">Type of Complaint</p> <input type="checkbox"/> Staff/Faculty <input type="checkbox"/> College Services: Department _____ <input type="checkbox"/> Discrimination/Harassment (race, religion, sex, color, creed, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation) <input type="checkbox"/> Rule/Policy/Procedure <input type="checkbox"/> Other: _____
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Details of alleged violation complaint/grievance: Be as specific as possible in stating the facts. State names of additional witnesses and give a clear description of the situation, conditions, and actions. (You may attach supplemental documentation if necessary.)

Reported by (printed name of student, employee, other)

Name: _____ Home/Cell Phone _____

Signature: _____ Date: _____

Routed to: _____ Date: _____

Reviewed by (printed name of administrator) _____ Signature/Date _____

Procedural Note: Employee misconduct, consistent with Riverland Community College's *Employee Code of Conduct* or other policies governed by Minnesota State Board, federal or state laws. Procedure: (1) The form is completed by the student or employee and filed in the Office of Human Resources. (2) An investigation may be conducted. (3) The employee due process rights will be administered by the applicable bargaining agreements.

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COMPLAINT RESULTS

Submitted by Name/Date

Procedural Note: Employee misconduct, consistent with Riverland Community College's *Employee Code of Conduct* or other policies governed by Minnesota State Board, federal or state laws. Procedure: (1) The form is completed by the student or employee and filed in the Office of Human Resources. (2) An investigation may be conducted. (3) The employee due process rights will be administered by the applicable bargaining agreements.