

COMPLAINT FORM

Mail or Deliver To:

University of Florida
Office of Human Resource Services
Equal Employment Opportunity
Box 115000 / 903 West University Avenue
Gainesville, FL 32611
352-392-5495 Fax

Today's Date

Status: Student Faculty
 TEAMS USPS
 OPS Applicant

I. COMPLAINANT (If more than one Complainant, complete information for each. Add additional pages if necessary.)

Complainant (Name & Title) _____

Department _____ UFID # _____

Address (Work) _____ Work Phone _____

Address (Home) _____ Home Phone _____

_____ Mobile Phone _____

Status: Student Faculty TEAMS USPS OPS _____

II. TYPE & BASIS OF COMPLAINT (Check the boxes that apply.)

Type of Complaint: Discrimination Harassment Retaliation Sexual Harassment

Basis of the Complaint: Race Ethnicity Gender Sexual Orientation

Religion Age Disability Marital Status

Level of Complaint: Informal Formal

III. RESPONDENT (person accused). Add additional pages if necessary.

Respondent #1 (Name & Title) _____

Address (Work) _____ Work Phone _____

Address (Home) _____ Home Phone _____

_____ Mobile Phone _____

Status: Student Faculty TEAMS USPS OPS _____

Respondent #2 (Name & Title) _____

Address (Work) _____ Work Phone _____

Address (Home) _____ Home Phone _____

_____ Mobile Phone _____

Status: Student Faculty TEAMS USPS OPS _____

VI. SUPPORTING MATERIALS / DOCUMENTS

(List any written materials or other documents you believe may help in investigating your complaint. Provide the name, date, and explanation of the contents of the material/document listed. Add additional pages if necessary.)

Name of Item #1 _____

Date of Item #1 _____

Explanation of Contents

Name of Item #2 _____

Date of Item #2 _____

Explanation of Contents

Name of Item #3 _____

Date of Item #3 _____

Explanation of Contents

VII. COMPLAINT RESOLUTION

What would resolve this complaint? _____

VIII. PLEASE SIGN AND DATE YOUR COMPLAINT

I have reviewed the above, and it is a complete and accurate account of the issue(s) described herein.

Signature of Complainant

Date