



Resolution of Employee Complaint (REC)

Date Received by Human Resources:	
Employee Filing Complaint:	
Position/Department:	
Nature of Complaint:	<ul style="list-style-type: none"> ○ Race ○ Color ○ National Origin ○ Religion ○ Age ○ Disability ○ Retaliation
Explanation of the Complaint (attach additional sheets if necessary):	

Have “Informal Steps” been taken to resolve the complaint? ☐ Yes ☐ No

If so, summarize the informal steps taken (Please note: employees are not required to informally resolve any workplace dispute as a condition to filing a formal grievance):

If employee is being represented by a lawyer, please provide the name and contact information:

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Employee Signature

Date