

**COMPLAINT/CONCERN FORM**

**INSTRUCTIONS:**

- 1) Complete this form to report any workplace complaints or Merit Issue Complaints that do not involve EEO/Discrimination and/or Workplace Violence incidents.
- 2) This form is to be completed and returned via [HRintake@hcd.ca.gov](mailto:HRintake@hcd.ca.gov) or by submitting the form to the Administrative Investigator in the Human Resources Branch, Suite 350.
- 3) It may become necessary to disclose your identity and/or complaint, as well as to conduct a formal investigation. Should such a disclosure become necessary, it will be only to the person(s) with a need to know your identity or the details and nature of the complaint.

<b>Date Reporting Concern/Complaint:</b>	
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<b>Date of Incident:</b>	
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**Complainant's Information:**

<b>Name:</b>	
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<b>Position:</b>	
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<b>Work Phone #:</b>		<b>Work Email:</b>	
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<b>Supervisor's Name:</b>	
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**Respondent's Information – Person(s) against whom you are filing a complaint (if applicable):**

<b>Name:</b>	
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<b>Position:</b>	
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<b>Supervisor's Name:</b>	
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**Summarize the nature of this complaint – Continue on a separate sheet of paper, if necessary.**  
 Include date(s) and description of the events, or the Job Control number if filing a Merit Issue Complaint.

**Potential Witnesses – Include name, phone number, and their role in the incident.**  
Briefly explain what you think each witness will be able to tell us.

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**Steps Taken Prior to Filing Complaint.**

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**Documents Relating to Complaint – Please provide copies of the documents with your complaint.**

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**Specify remedy requested.**

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**I acknowledge that I have read this document and understand my obligation to provide information as needed and to cooperate fully and completely with any investigation of this complaint. Should it become necessary, I authorize HCD to disclose my identity and/or details of this complaint.**

_____ Signature	_____ Print Name	_____ Date
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**For HR Use Only**

Name of Intake Person:	
Date Received in HR:	
Resolution or Next Steps:	
Resolution Date:	
Supervisor Signature:	