

EMPLOYEE RELATIONS COMPLAINT FORM

Submit To:
UF Human Resources
Box 115000 (903 W. University Avenue)
Gainesville, FL 32611
Fax: 352-392-1726
Email: emprel@ufl.edu

You must complete **all** applicable sections before submitting. Employee Relations can assist you with completing this form. For anonymous complaint, call (1-877-556-5356) or submit a web-based complaint with the [UF Compliance Hotline](http://www.compliance.ufl.edu/Reporting/methods.html) (<http://www.compliance.ufl.edu/Reporting/methods.html>)

A. COMPLAINANT'S PERSONAL INFORMATION

Last Name: _____ First Name: _____ MI: _____

Preferred Method of Contact: ☐ Email _____
☐ Mail _____

☐ Primary Phone _____

May we leave messages at this phone number? ☐ Yes ☐ No

B. COMPLAINANT'S AFFILIATION WITH UF

University: ☐ Faculty ☐ TEAMS ☐ USPS ☐ OPS ☐ Volunteer
☐ Undergrad Student ☐ Graduate Student ☐ Resident ☐ Post-Doc ☐ Grad. Assistant

Job Title: _____ UFID: _____

Department Name: _____

College or Division: _____

Immediate Supervisor / Advisor: _____

If not affiliated with UF, explain UF connection: _____

C. RESPONDENT(S) INFORMATION (See Definitions on Instructions Page. Attach additional pages if necessary)

#1 Last Name: _____ First Name: _____

Job Title: _____

Department Name: _____

College or Division: _____

UF Email Address: _____ Campus Telephone: _____

#2 Last Name: _____ First Name: _____

Job Title: _____

Department Name: _____

College or Division: _____

UF Email Address: _____ Campus Telephone: _____

D. BASIS OF COMPLAINT Please identify all applicable types of the alleged violation(s). For additional guidance, see Definitions on Instructions Page

Discrimination or	<input type="checkbox"/> Race	<input type="checkbox"/> Color	<input type="checkbox"/> Religion	<input type="checkbox"/> Age	<input type="checkbox"/> National Origin
Harassment Complaint	<input type="checkbox"/> Sex	<input type="checkbox"/> Genetic	<input type="checkbox"/> Disability	<input type="checkbox"/> Creed	<input type="checkbox"/> Marital Status
(must be based on	<input type="checkbox"/> Sexual Orientation	<input type="checkbox"/> Gender Identify/Expression	<input type="checkbox"/> Pregnancy		
protected class status)	<input type="checkbox"/> Veteran Status	<input type="checkbox"/> Political Opinions/Affiliations			
<hr/>					
Sexual Misconduct:	<input type="checkbox"/> Anything Physical (sexual assault, sexual violence, unwanted touching, demands for sexual <i>quid pro quo</i> acts, etc.)				
	<input type="checkbox"/> Non-Physical (verbal, texting, emails, stalking, cyberstalking, unwanted gifts/attention, hostile work environment based on sexual harassment, etc.)				
<hr/>					
Policy Violation (identify):	<input type="checkbox"/> _____				
Other Misconduct (explain):	<input type="checkbox"/> _____				

E. SUMMARY OF THE COMPLAINT

- In the space below, please give a brief summary of your complaint. You may attach additional pages but you must provide a summary in this section. You should attach all relevant documentation (e.g., emails, letters, etc.). Be sure to include date(s) of the incident(s), specific location(s), and any supporting details.
- Failure to complete this section may result in a delay in processing your complaint.

☐ Check this box if additional summary pages are attached. ☐ Check this box if other documentation is attached.

F. IDENTIFICATION OF WITNESSES

- Please provide the names of individuals with specific first-hand observational knowledge of the violation(s) that you are alleging. Please list in order of importance/relevancy to your complaint.
- Attach additional pages as necessary.

#1	Name: _____	Phone or Email: _____
	What did this person witness? _____	
#2	Name: _____	Phone or Email: _____
	What did this person witness? _____	
#3	Name: _____	Phone or Email: _____
	What did this person witness? _____	
#4	Name: _____	Phone or Email: _____
	What did this person witness? _____	

G. COMPLAINANT AFFIRMATION

By signing below, I hereby affirm that the information provided herein and attached is truthful and accurate. I acknowledge and understand that false statements or information will be subject to appropriate disciplinary action. **I acknowledge Florida's broad public records law, and understand that this document may be subject to disclosure.**

Signature of Complainant

Date

GENERAL INSTRUCTIONS

1. Complaints must be filed not more than 300 days after the incident(s) in question. Depending upon the severity of the allegations and at the discretion of the Director of Employee Relations, the 300-day filing deadline may be waived.
2. This form is used to file a formal complaint against a University of Florida employee or affiliate for a violation of University Regulations, and/or State/Federal Law.
3. Employee Relations will review each complaint submitted, and determine which University Office is most appropriate to investigate the complaint. If your complaint requires the attention of your departmental level administrator, it will be forwarded to them.
4. To avoid complaint intake delays, please do the following:
 - a) Type or print clearly in ink.
 - b) Describe the alleged violation that happened to you as clearly as possible and provide all facts supporting your complaint.
 - c) Include date(s) of incident(s), specific location(s), and names of witnesses with first-hand observational knowledge of the violation that occurred to you.
 - d) Attach additional pages if you need more space to complete your responses.
 - e) Attach copies of supporting documents (e.g., emails, letters, departmental memos, etc.). Do **not** send originals.
 - f) Complete all pages and sign the last page prior to submitting. Keep a copy of the complaint form for your records.

TERMS AND DEFINITIONS

1. **Complaint** - A complaint is an allegation that someone affiliated with the University has committed a violation of University Regulations, policies, and/or State/Federal Laws, which is submitted to the University for investigation.
2. **Complainant** - A person who submits a Complaint to the University.
3. **Respondent** - A person who is affiliated with the University against whom the Complainant has filed a Complaint.
4. **Discrimination** - Discrimination occurs when a person is harassed or treated arbitrarily or differently because of their membership in a Protected Class. A Protected Class is a group of people who share common characteristics and are protected from discrimination and harassment by University regulations. The University regulations identify the following as Protected Classes: race, creed, color, religion, age, disability, sex, sexual orientation, gender identity and expression, marital status, national origin, political opinions or affiliations, genetic information and veteran status as protected under the Vietnam Era Veteran's Readjustment Assistance Act. The University's regulation on Non-Discrimination & Harassment is available at: <http://regulations.ufl.edu/wp-content/uploads/2012/09/1006.pdf>.
 - a) **Race** - Ancestry or physical or cultural characteristics associated with a certain race, such as skin color, hair texture or styles, or certain facial features.
 - b) **Color** - Skin pigmentation (lightness or darkness of the skin), complexion, shade, or tone.
 - c) **Religion** - Includes all aspects of religious observance, practice and belief.
 - d) **National Origin** - Origin from a particular country or part of the world, ethnicity or accent, appearing to be of a certain ethnic background (even if they are not).
 - e) **Sex** - An individual's male or female biological traits.
 - f) **Genetic Information** - An individual's genetic tests; the genetic tests of that individual's family members or the manifestation of disease or disorder in family members of the individual (family medical history).
 - g) **Disability** - A physical or mental non-transitory impairment that substantially limits one or more of the major life activities.
 - h) **Creed** - A statement of the shared beliefs of a religious community in the form of a fixed formula summarizing core tenets.
 - i) **Marital Status** - The state of being married, single, divorced, widowed or separated.
 - j) **Sexual Orientation** - An inherent or immutable enduring emotional, romantic or sexual attraction to other people.
 - k) **Gender Identity** - An individual's concept of self as male, female, a blend of both or neither. An individual's gender identity can be the same or different from their sex assigned at birth.
 - l) **Gender Expression** - External appearance of one's gender identity, usually expressed through behavior, clothing, haircut or voice, and which may or may not conform to socially defined behaviors and characteristics typically associated with being either masculine or feminine.
 - m) **Veteran Status** - A person who served in the active military, naval, or air service of the United States, and who was discharged or released there from under conditions other than dishonorable.
5. **Harassment & Hostile Work Environment** - Harassment is unwelcome conduct based on a person's membership in a Protected Class. Harassment violates University rules and policies when a reasonable person would consider the harasser's behavior intimidating, hostile, or abusive or when the behavior negatively impacts the Complainant's ability to perform job duties or functions.
6. **Quid Pro Quo** - Quid pro quo harassment occurs in the workplace when a manager or authority figure offers or merely hints that they will give the employee something (a raise or a promotion) in return for that employee's satisfaction of a sexual demand.
7. **Sexual Misconduct** - Physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent. Sexual misconduct includes sexual violence, sexual exploitation, non-consensual sexual contact and non-consensual sexual intercourse. For more information about sexual misconduct and resources for victims, visit UF's Title IX Office: <http://hr.ufl.edu/working-at-uf/support/title-ix-at-uf/>.
8. **Retaliation** - Taking adverse action against an employee because the employee complained about or objected to discrimination or harassment or participated in an investigation related to discrimination or harassment.