

EMPLOYEE RELATIONS
COMPLAINT FORM

Submit To:
UFHR – Employee Relations
Box 115000 (903 W. University Avenue)
Gainesville, FL 32611
Fax: 352-392-1726
Email: EmployeeRelations@hr.ufl.edu

You must complete **all** applicable sections before submitting. Employee Relations can assist you with completing this form. To submit an 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/Fellow 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** Race Color Religion Age National Origin
Harassment Complaint Sex Genetic Disability Creed Marital Status
(must be based on Sexual Orientation Gender Identity/Expression Pregnancy
protected class status) Veteran Status Political Opinions/Affiliations

- Sexual Misconduct:** Anything Physical (sexual assault, sexual violence, unwanted touching, demands for sexual *quid pro quo* acts, etc.)
 Non-Physical (verbal, texting, emails, stalking, cyberstalking, unwanted gifts/attention, hostile work environment based on sexual harassment, etc.)

Policy Violation (identify): _____

Other Misconduct (explain): _____

E. SUMMARY OF THE COMPLAINT AND DESIRED OUTCOME In the space below, provide a brief summary of your complaint. You may attach additional pages but you must provide a summary in this section. Be sure to include date(s) of the incident(s), specific location(s), any supporting details, and an explanation of the desired outcome/action you believe should be taken. Failure to complete this section may result in a delay of the processing of your complaint. To best assess your complaint, attach all relevant documentation (e.g., emails, letters, etc.).

- Yes, I am attaching additional summary pages. Yes, I am attaching supporting documentation (emails, letters, etc.)
I request that Employee Relations investigate my complaint: Formally, or Informally.

F. IDENTIFICATION OF WITNESSES Please provide the names of individuals with specific first-hand personal knowledge of the violation(s) that you are alleging. Please list in order of importance/relevancy to your complaint. Attach additional pages identifying more witnesses, 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 submitted within 300 days of the alleged misconduct. Depending upon the severity of the allegations, the Director of Employee Relations has the discretionary authority to waive the 300-day filing deadline.
2. This form is used to file a complaint against a University of Florida employee or affiliate for an alleged violation of University Regulations, policies, 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(s) 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 personal knowledge of the suspected misconduct.
 - d) Attach additional pages if you need more space to complete your responses or explain the situation.
 - e) Attach copies of all known supporting documents (e.g., emails, letters, memos, etc.). Do **not** send originals.
 - f) Complete and sign the complaint form 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. **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.
4. **Formal Complaint** - This type of complaint typically lead to a formal investigation, necessitating party and witness interviews, and resulting in an investigative report making final determinations on whether the alleged misconduct occurred. Formal complaints are more suitable where the misconduct is egregious and/or the complainant is being directly impacted by the misconduct.
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 do their job.
6. **Informal Complaint** - This type of complaint may require an abbreviated investigation and may or may not require witness interview. If the misconduct is minor or not substantiated, it may result in a memo, rather than an investigative report. Informal complaints are more suitable for minor concerns or concerns where the complainant merely observed the misconduct but it not actually being adversely impacted by the misconduct.
7. **Quid Pro Quo** - This type of harassment occurs 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.
8. **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: <https://titleix.ufl.edu/>.
9. **Respondent** - The person who is affiliated with the University against whom the Complainant has filed a Complaint.
10. **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.