

Today's date:	
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**CONTACT INFORMATION**

Your name:	
Your department: <i>(If UW Oshkosh employee)</i>	
Email address:	
Phone number:	

**COMPLAINT DETAILS**

University Staff member's name: <i>(person about whom the complaint is filed)</i>	
Date of Incident:	
Location of Incident:	
Description of Incident: <i>(Provide as much detail as possible. Include witness information and other supporting documentation. Items may be attached.)</i>	

**FOR HR USE ONLY**

Received Date: _____	Received By: _____
Action Taken: _____	
_____	
Date Resolved: _____	Empl ID(s): _____
Department/Program: _____	College/Division: _____

University Staff Complaint Procedure Flowchart

