



A hostile work environment exists when there is specific evidence of a pattern or practice of verbal or physical behavior, which would be offensive to a reasonable person, and which is severe and pervasive enough to adversely affect an employee's work environment or is so egregious it warrants immediate action.

This form may be used by Local 1521A members to facilitate the process in Article 3E, Harassment (Non-Sexual).

Name _____ Date _____

Worksite _____ Employee # _____

Department/Division _____

Shift _____ Office Hours _____ Ext. _____ Home Phone _____

Status: Permanent _____ Probationary _____ Part-time _____ Other _____

Job Classification _____

Nature of Complaint (Describe briefly: Who? What? When? Where? Why?)
(Attach additional sheets if necessary)

Relief/Remedy Sought *(Attach additional sheets if necessary)*

Submitted to immediate supervisor or to the next higher level supervisor:

Name _____ Date _____

Complainant's Signature _____

Copy to: College President / Department Head

DO NOT USE THIS FORM If you are physically injured or the victim of a crime; you should file a Workers' Compensation Claim and/or a police report.