



EMPLOYEE COMPLAINT FORM

This form should be completed by the complainant and delivered to the Title IX Coordinator, Human Resources Director, or President.

Name of Complainant: _____

Department: _____

Address to send correspondence: _____

Telephone number: _____ Email address: _____

Name of the accused: _____

Department: _____

Relationship of the Accused to the Complainant (administrator, supervisor co-worker, etc.):

Date of Incident: _____

(If more than one event, please report each event on a separate form)

Provide the specific details of the complaint. *(Attach additional sheet(s) if necessary)*

How did you react to the complained of conduct? Have you taken any action in response to the complained of conduct?

Describe any harm you claim to have suffered as a result of the complained of conduct.

Were there any witnesses to this specific event? (if yes, please provide their names.)

Is there any physical, digital or documentary evidence that supports your complaint? If so, please describe or attach copy of evidence.

What is your desired outcome resolution of your complaint?

Print Name

Signature

Date

This section should be completed by the college official who receives the form.

Signature of College Official Receiving Form

Date Form Received

Employee Complaints

Employee complaints are defined as those complaints related to discrimination, harassment, hostile work environment, ethical concerns, and other legal-related matters against any person associated with the college. This policy does not cover general workplace grievances, conduct, or professionalism, which are addressed in the Employee Grievances section. This policy does not apply and cannot be used against the President.

Any employee who believes he/she has been subjected to or observed:

- discrimination based on race, color, national origin, religion, marital status, disability, sex, age or any other protected class as defined by federal and state law,
- sexual harassment,
- harassment in forms other than sexual,
- hostile work environment,
- ethical violations or similar concerns,
- criminal acts,
- ACCS, College, or Chancellor policy or procedure violations, or
- other legal-related issues,

by any person associated with College (other than a President), shall report the action immediately, and in no event more than ten (10) calendar days following the event, to the Human Resources Director/Title IX Coordinator or President. In conjunction with the report, the employee shall provide a written statement, as well as any evidence the employee believes substantiates the complaint, and shall be required to assist in an appropriate investigation. The appropriate form to use is the Employee Complaint Form and can be found on the Forms page on the NACC website.

The College shall designate an appropriate person to review and investigate the matter and may engage legal counsel for this purpose, as determined by the President. This review and investigation shall be conducted promptly and within 45 calendar days if practical, but not later than 60 days, unless this period is extended by agreement of the complaining and responding parties. Once the review and investigation has been completed, the President or designee shall issue a written response to the reporting employee within 15 calendar days if practical, but not later than 30 days unless this period is extended by agreement of the complaining and responding parties, and this written response shall be final.

An employee who brings a good faith complaint under this policy shall not be retaliated against in any manner. Any employee who retaliates against an employee for making a good faith complaint under this policy will be disciplined.

Title IX harassment, physical assault, or discrimination complaints lodged by students against employees are subject to the procedures outlined in the Student Handbook section of the Catalog.