This form is to be used to report claims of discrimination or harassment. You may attach additional sheets as necessary. Submit this form to AHEC Equal Opportunity Office located at 1068 9th Street Park, or call 303-556-3291.

Name: ________________________________ Position:_______________________________

Employee Status: Non-Classified_____ Classified_____ Temporary_____ Student_____ Other_____

Work Location: _________________________________________________________________

Immediate Supervisor: __________________________________________________________

Second Level Supervisor: _________________________________________________________

A. STATEMENT OF COMPLAINT

__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

B. DATE OF ALLEGED DISCRIMINATION/HARASSMENT ____________________________

C. NAME OF PERSON(S) COMMITTING ALLEGED DISCRIMINATION/ HARRASSMENT

__________________________________________________________________________

D. WITNESSES TO INCIDENT (if any)  _____________________________________________

E. ACTION ALREADY TAKEN TO RESOLVE THIS COMPLAINT (if any) __________________

__________________________________________________________________________
__________________________________________________________________________

F. RELIEF/REMEDYREQUESTED___________________________________________________

__________________________________________________________________________

I have provided accurate information in this statement.

Signature: ________________________________ Date: ______________

NOTE: If an informal discussion fails to resolve the matter, a formal complaint can be filed within 5 days after the conclusion of informal discussions, pursuant to State Personnel Board Rules.