



**OFFICE OF HUMAN RESOURCES  
HARASSMENT BY DISTRICT MANAGER  
COMPLAINT FORM**

To Human Resources Representative:	Date:
From (Name of Complainant):	Phone Number:
Title/Position:	Work Location/Site:

**CSEA ARTICLE 10.3.10 DEFINES HARASSMENT BY A DISTRICT MANAGER AS SYSTEMATIC AND PERSISTENT BADGERING , UPBRAIDING, OR THREATS TO AN EMPLOYEE :**

“If an employee believes a District manager or supervisor systematically and persistently badgers, upbraids, or threatens an employee, the employee shall within 15 work days from the most recent instance of such conduct have the right to file in writing...a claim of harassment using a District approved form....The VP of Human Resources shall...provide a written response within 15 work days after completing the investigation...and such response shall be final and binding and not subject to the grievance procedure.”

**STATE THE SPECIFIC CIRCUMSTANCES THAT YOU ALLEGE TO BE HARASSMENT**

**Most Recent Event Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_ **Manager’s Name:**

**SPECIFY TYPE OF HARASSMENT** (BADGERING, THREAT, ETC.; list witnesses)

Attach additional pages if necessary

**STATE THE SPECIFIC REMEDY SOUGHT**

Attach additional pages if necessary

Signature:	Date:	Representative (if any):
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**OFFICE USE ONLY**

Date Complaint Received:	Complaint Received by:	Meeting Date:	Last Day To Respond:	Response Date:
Investigator Name:	Start Date:	End Date:	Other:	

Recommendation of Investigator:

Signed by (HR Representative):	Date:
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Send **Original** to:  
**OFFICE OF HUMAN RESOURCES**