

CCA
Initial Complaint Form

Please use this form to report a problem, complaint, or issue with the Human Resources Office. You must provide the information for all sections below. If you do not provide this information we will not make a record of your complaint, opinion or comments.

Please know that the college makes every effort to treat all constituents in a fair and unbiased manner. If you have a problem, complaint or issue that you would like to see addressed, no matter how small or inconsequential you believe it to be, we would like to hear from you. Feedback from our employees plays an important role in establishing and improving the conditions in our workplace.

Every effort will be made to keep the information you provide confidential, however, in certain circumstances we may be required by law to inform others who may have a legal need to know.

- 1. Name: _____
(Please print)
- 2. Department: _____
- 3. Your telephone number: _____
- 4. Date of the problem/complaint/issue: _____
- 5. Specific problem/complaint/issue:

Please put this form in an envelope and send it to the Human Resources Department. You will be contacted by the Human Resources Director to discuss the problem, complaint, or issue further.

THANK YOU!