

SECTION 1: INSTRUCTIONS

To make a workplace complaint:

Campus Employees:

Employee and Labor Relations (ELR), Submit this form to ELR at 1590 N. High St., Suite 430, Columbus, OH 43201-2190; via fax to 614-292-9223; or via email to HR-elr@osu.edu.

Medical Center Employees:

Employee and Labor Relations (ELR), Submit this form to ELR at 660 Ackerman Road, Columbus, OH 43202; via fax to (614) 293-6870; or via email to EmployeeLaborRelatio@osumc.edu

Filing a complaint with the university does not preclude a reporter from filing an allegation with an external agency nor does it extend time limits for such complaints.

SECTION 2: COMPLAINANT

Employee's Full Name: First M.I. Last

Department Title

Campus Mail Address

Campus Phone Email Address

SECTION 3: RESPONDENT

Employee's Full Name: First M.I. Last

Department Title

Campus Mail Address

Campus Phone Email Address

SECTION 4: PERSON REFERRING THE COMPLAINT (if different from person in section 2)

Employee's Full Name: First M.I. Last

Department Title

Campus Mail Address

Campus Phone Email Address

Using the space below and/or additional attachments, describe the events and/or behaviors that are the subject of the complaint. Include any offices or individuals you've talked with on campus, the names of witnesses, as well as dates, times and locations.
