

PERSONNEL DEPARTMENT POLICY
San Luis Obispo County

Topic: Documentation of Verbal Complaints of Discrimination	
Subject: Appeals/Grievances	Revised: August 2004
CSC Rule: n/a	Approval: _____
Location: P:\PERSONNEL DEPT. POLICIES - 2004\Final Policies 2004\APPEALS GRIEVANCES\Documt verbal complaints of discrimination.doc	Date: _____
	Note: Original signed copy on file in Personnel Department.

To avoid misunderstandings, it is the policy of the Personnel Department to record communications with any person who expresses a complaint or provides information, which may serve as the basis of a petition, appeal or grievance regarding any alleged form of impermissible discrimination. Upon receipt of such information, the Personnel staff member shall:

1. Inform the complainant that the issues raised are serious, warrant investigation, and will be investigated.
 2. Provide the complainant with a copy of the County Policy Against Discriminatory Harassment if any appearance of discrimination is present.
 3. Assure the person that Civil Service Commission Rules forbid retaliation against the Complainant.
 4. Request the person to document his/her complaint in writing, either on an official grievance/appeal form, or on a written form satisfactory to the Complainant.
 5. Complete the information requested below.
 6. Have this form logged and forwarded to the Personnel Director.
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Name of Complainant:

Job Title:

Department:

Mailing Address:

Telephone Number:

Does the Complainant request anonymity?

(Note: Reasonable efforts will be made to provide requested anonymity, but cannot be guaranteed)

Has the Complainant agreed to provide written documentation?

Description of Complaint and relief requested (use attachments if necessary):

Personnel Department Staff Signature:

Date:

Signature of Complainant Requesting Anonymity: