

Employee Relations – Staff Written Statement

Name

Department

Office Phone #

Cell Phone #

Network ID (i.e. axb12)

Who is the complaint about (first/last name)?

What date(s) did this occur?

Where did this occur?

Who witnessed this event?

What CWRU policy do you believe was violated?

Did you report this to the Equity Office?

Did you report this to your supervisor?

Did you report this to your department HRA?

If yes, what was the result?

Detail all current issues and concerns (*attach additional pages if necessary*)

How would you like to see this resolved (*attach additional pages if necessary*)

Please bring this report and all documentation (emails, notes, calendars, text messages, etc.) when you meet with the Employee Relations Investigator.