



Employee Relations | Staff Written Statement

Name

1. Who is the complaint about (first/last name)?
2. What date(s) did this occur?
3. Where did this occur?
4. Who witnessed this event?
5. What CWRU policy do you believe was violated?
6. Did you report this to the Equity Office?
7. Did you report this to your supervisor?
8. Did you report this to your department HRA?
9. If yes, what was the result?

Detail all current issues and concerns ()

How would you like to see this resolved ()

Once you have completed this form, please submit it to AskHR@case.edu. Once received, an Employee Relations Investigator will contact you regarding next steps.