

**Arizona Department of Administration
EMPLOYEE COMPLAINT FORM**

Employee Instructions:

Please provide all information and retain a copy for your records.
TYPE or PRINT LEGIBLY. Information concerning the complaint process is provided on the next page.
Complaints SHALL be submitted to the ADOA Ombudsman/Complaint Coordinator at 100 N. 15th Avenue, Suite 401, Phoenix, Arizona 85007.

FOR OFFICE USE ONLY

Complaint Tracking Number

Name

Division

EIN

Supervisor's Name

Job Title

Work Phone Number

Complaint of Alleged Discrimination based on - check appropriate box(es):

Race	Color	Sex	Age	Religion
Pregnancy	Disability	Genetic Information	National Origin	Retaliation for Prior Civil Rights Activity
Other (Specify)				

Type of Action - check appropriate box(es):

Demotion	Discharge/Termination	Reasonable Accommodation	Failure to Hire	Forced Resignation
Sexual Harassment	Non-Promotion	Reduction-in-Force (RIF)	Non-Sexual Harassment	Discipline
Equal Pay	Other (Specify)			
Date(s) of Occurrence:				

Please describe in detail the incident that occurred. Include all relevant information including name(s) of individual(s) involved, witness(es), state or federal law allegedly violated, etc. Use additional sheets to explain the issue(s), if necessary.

What resolution are you seeking?

Employee Signature

Date

Arizona Department of Administration
EMPLOYEE COMPLAINT PROCESS

Responsibilities

The Arizona Department of Administration is committed to the prohibition against unlawful discrimination, harassment and retaliation in the workplace. It is the responsibility of all ADOA employees to promptly bring any allegation of unlawful discrimination, harassment or retaliation to the attention of the Department. Any complaint alleging unlawful discrimination, harassment or retaliation must be submitted in accordance with the procedure described in the Employee Complaint Process Policy (Policy ADOA/HRD PA9.01).

Initiating the Complaint

To initiate the complaint process, the Employee Complaint Form must be completed and submitted to the ADOA Ombudsman/Complaint Coordinator as soon as possible after the occurrence of the act or condition complained of, and not later than 180 calendar days after the action giving rise to the complaint. The complaint shall include a description of the incident(s), list of individual(s) and witness(es) involved, date(s) the discrimination, harassment or retaliation occurred (if known), the resolution sought, and the state or federal law alleged to have been violated. The ADOA Ombudsman/Complaint Coordinator can be reached at (602) 542-5482 or 100 N, 15th Avenue, Suite 401, Phoenix, Arizona 85007. The review or investigation of the complaint shall be completed within 60 business days of receipt of the written complaint. The Director or designee shall review the findings and recommendations and issue a decision in writing to the complainant. An employee who does not initiate the complaint within the 180 calendar day period waives the right to file that complaint.

Elevating the Complaint

If the complainant is not satisfied with the Director's decision on a complaint alleging unlawful discrimination, harassment or retaliation, they may resubmit the complaint to the Director within five business days after receipt of the Director's decision. The Director will appoint an individual who is not an employee of the Department and who serves in a position that is assigned to manage an agency's employee relations or investigations work unit to investigate the resubmitted complaint. The investigator shall conduct an investigation and furnish a copy of the findings and final decision to the Director and the complainant within 20 business days following receipt of the complaint by the investigator. This is the final step in the agency complaint process.