



**REQUIREMENTS AND POLICIES MANUAL
EMPLOYEE COMPLAINT RESOLUTION REVIEW FORM**

Please review the Laboratory's Employee Complaint Resolution Policy carefully before completing all sections of this form, and contact Employee/Labor Relations if you have questions about the process. This signed form must be received by Employee/Labor Relations within 30 days after the date on which you knew or could be expected to know of the event or action to be reviewed.

Part I – Employee Information

Name (Last)	(First)	(MI)	Hire Date (Mo/Day/Yr)
Classification Title			Department/Division
Home Address			Phone (Cel/Home) (Work)
Supervisor's Name	Office Phone	I discussed my complaint with my supervisor/manager YES _____ NO _____	

If you have legal counsel/representation, please provide the following:

Name: _____ Phone _____

Address (City, State, Zip) _____

Part II – Employee's Statement of Complaint

Please identify the specific management action(s) to be reviewed. Provide details of the event(s), including the date the action(s) occurred and the name(s) of the individual(s) taking the action. Use additional pages if necessary and attach all supporting documentation.	
Please explain how you were adversely impacted by the management action(s) detailed above.	
Please list section(s) and specific provision(s) of the RPM policies alleged to have been violated, if any, and explain how those provisions were violated by the management action(s).	
Please specify the remedy requested (remedy is limited to restoring pay, benefits or rights lost as a result of the action taken).	
Employee Signature	Date

Complaint form may be mailed or hand delivered to Employee/Labor Relations Office at One Cyclotron Road, MS: MS 90R1136, Berkeley CA 94720. Faxed or e-mailed complaint forms will **NOT** be accepted.

Rev. 4/12/13 - **NOTE: Due to COVID-19, this form CAN be emailed to ELR@lbl.gov (Rev. Oct 2020 – ELR Office)**

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The official or current version is located on the HR Website. Printed or electronically transmitted copies are not official. Users are responsible for working with the latest approved revision.