

California State University, Fresno

Complaint Form for Filing a Complaint of Harassment or Discrimination

Completion of this form is not required to formally initiate a complaint; however completing this form will assist the review process. When completed please return this form to the office of the Director of Human Resources, Room 148, Joyal Administration Building. You will be contacted as soon as possible for a confidential interview to discuss the complaint.

1. Today's Date: _____

2. Your name: _____

3. Date of Birth: _____

4. Signature: _____

5. Status: Student- Faculty - Staff - Manager - Applicant- Independent Contractor-

6. Department: _____

7. Contact Information:

Home Address: _____
Number and Street City, State, Zip

Office Phone: _____ Home Phone: _____

Cell or pager: _____ Email: _____

8. Person(s) against whom complaint is being made: _____

Status: Student- Faculty - Staff - Manager - Don't know-

9. Allegations. Include dates and locations. Use additional sheets as necessary:

10. Has anyone been notified of this incident? If so, who and when: _____

11. Are there any other witnesses to the incident(s)? If so, who? _____

California State University Fresno
Procedures for Filing a Complaint of
Harassment or Discrimination

The policy¹ of California State University Fresno is to provide equal employment, education, housing and services without regard to race, color, religion, gender, marital status, pregnancy, national origin, age (over 40), disability, veteran's status or sexual orientation. The University does not tolerate acts of discrimination or harassment. Faculty, staff, managers, students, applicants or independent contractors who feel they have been subjected to acts of harassment or discrimination should refer to the appropriate section of the campus policy on harassment and discrimination for complete procedures for filing a complaint. These procedures are available to all employees regardless of probationary or permanent status, or time base. Employees under collective bargaining agreements which provide procedures for addressing harassment or discrimination complaints (e.g. CSUEU and APC) are required to use those procedures. The collective bargaining agreements are available on-line at: http://www.calstate.edu/LaborRel/Contracts_HTML/current_cba.shtml
The campus procedures are briefly summarized below.

Where to file a complaint

Complaints may be filed with the Director of Human Resources, Ms. Jan Parten. Her office is located in Joyal 148 and she can be reached by campus mail (mail stop #JA41), email jparten@csufresno.edu phone (559) 278-2364.

Complaints may also be reported to any manager on campus (i.e. Management Personnel Plan employees) who shall promptly forward the complaint to the Director of Human Resources in a timely manner.

Completing a complaint form

To facilitate the review process, complainants are strongly encouraged to complete the form on the reverse side of this page. This will provide us with information that is useful to responding as quickly as possible to the complaint.

The process for responding to complaints

The Director of Human Resources will undertake fact-finding to determine how best to proceed in consultation with the appropriate administrator(s). The possible courses of action include mediation or, at the most formal level, an administrative investigation with the potential for disciplinary action. An attempt will be made to resolve complaints of harassment or discrimination and related problems at the lowest possible level. Our goal, whenever appropriate, will be to help those involved identify effective and mutually acceptable solutions to problems so that a more formal process will not be necessary.

Human Resources serves as the fact finder for all complaints involving faculty, staff and managers. Cases involving students may be referred to the Vice President for Student Affairs depending on the circumstances. Cases involving faculty are referred to the office of Academic Personnel once the fact finding is completed.

¹ The policy, "Equal Employment and Educational Opportunity Policy," is available upon request from the office of Human Resources or on the Human Resources Web site at <http://www.csufresno.edu/humres/> and click on "Employment Related Policies and Procedures."