

## Boys & Girls Clubs of South Central Texas Employee Complaint Form

To file a formal complaint, please fill out this form completely and submit it by hand delivery, fax, or U.S. mail to the Business Operations Department attention Human Resources. All complaints will be heard in accordance with and or any exceptions outlined therein. **Boys & Girls Clubs of South Central Texas, 400 Umland Rd., San Marcos, Texas 78666, 512.805.3000 or 512.805.7739 fax.**

### Section 1.

Name	
Position	
Unit/Site	
Email	

Section 2. Please describe the decision or circumstances causing your complaint (give specific factual details). Use additional attachment as needed.

Section 3. What was the date of the decision or circumstances causing your complaint?

Section 4. Please explain how you have been harmed by this decision or circumstance:

Section 5. Please describe any efforts you have made to resolve your complaint. With whom did you communicate and what date?

Section 6. Please describe the outcome or remedy you seek for this complaint.

Section 7. Are there any persons that witnessed the act for which you were claimed to be harmed, if so, please list.

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Employee signature: \_\_\_\_\_

Date of filing: \_\_\_\_\_

Complainant, please note:

A complaint form that is incomplete in any material way may be dismissed, but may be refilled with all the required information if the refiling is within the designated time for filing a complaint.

Attach to this form any documents you believe will support the complaint; if unavailable when you submit this form, they may be presented no later than the assigned meeting/hearing. Please keep a copy of the completed form and any supporting documentation for your records.

Level One: Formal complaint must be filed with the administration and the administration has up to ten (10) business days to render a decision after all information has been gathered.