

PPSM 70 Complaint (Required by Berkeley Procedure 70)

A. Complainant		
Last Name:	First Name:	Middle Initial:
Department:	Payroll Title:	Hire Date (M/D/Y):
Home Address:	Home/Cell Phone No.:	Work Phone No.:
	Email Address:	

B. Supervisor	
Last Name:	First Name:
Email Address:	Work Phone No.:

C. Representative (if any)	
Last Name:	First Name:
Address:	Phone No.:
	Email Address:

D. Informal Resolution
Please attach a statement that identifies and details your informal resolution attempt(s), including the dates of such attempts, and the name(s) of the person(s) contacted.

E. Statement
Please attach a statement detailing: <ul style="list-style-type: none"> (1) which University policies were violated, including the specific sections of such policies; (2) the specific management act(s) that gave rise to your complaint; (3) when the act(s) occurred (or when you became aware of such act(s)); (4) how the act(s) violated the specified University policies; and (5) how you were adversely affected.

F. Remedy
Please describe your requested remedy.

G. Complainant's Signature:	Date:
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For Human Resources Use Only	
Complaint No.: _____	Date Received: _____
Appealable to Step II Eligible for Factfinding	Appealable to Step III

H. Complaint Review – Step I		
Date Received:	Date of Response:	Decision Attached:
Signature of Step I Reviewer:		Email Address:
Printed Name and Title:		Work Phone No.:
I. Complaint Review – Step II		
<input type="checkbox"/> I do <u>not</u> accept and appeal to Step II (state reason below)	Complainant's Signature:	Date:
<input type="checkbox"/> I request Administrative Review	<input type="checkbox"/> I request Factfinding	
Reason(s) for appeal and unresolved issue(s):		
Date Received:	Date of Response:	Decision Attached:
Signature of Step II Reviewer:		Email Address:
Printed Name and Title:		Work Phone No.:
J. Complaint Review – Step III		
<input type="checkbox"/> I do <u>not</u> accept and appeal to Step III (state reason below)	Complainant's Signature:	Date:
<input type="checkbox"/> I request a University Hearing Officer	I request a Non-University Hearing Officer	
Reason(s) for appeal and unresolved issue(s):		