

Employee Complaint Process

UW Facilities encourages prompt resolution of complaints about the behavior of its employees and to resolve concerns at the lowest level. If you feel you have a concern, contact your supervisor or UW Facilities HR for the UW Facilities Employee Complaint Form or refer to the following link:

<https://policy.uw.edu/directory/aps/section-40-personnel/aps-46-3-resolution-of-complaints-against-university-employees/>

Employee Complaint Process Policy:

<http://hr.uw.edu/policies/complaint-resolution/>

Employee Complaint Process Form:

<https://facilities.uw.edu/partner-resources/human-resources/forms>

The University's Administrative Policy Statement (APS) 46.3 states that you may seek resolution assistance regarding behaviors that include, but are not restricted to:

- Harassing, discriminatory or threatening behavior
- Violation of University policy
- Mistreatment of members of the public

University policy prohibits retaliation against people who bring a complaint or who participate in the complaint investigation process. An employee who is found to have engaged in retaliatory conduct is subject to corrective action, up to and including dismissal. All University employees are required to participate, provide information as requested, and otherwise fully cooperate with the complaint process.