

# Essex County College Complaint Form

Complaint No.: \_\_\_\_\_

*Main Campus*  
303 University Avenue  
Newark, NJ 07102  
(973) 877-3000

*Police Academy*  
250 Grove Avenue  
Cedar Grove, NJ 07009  
(973) 877-4350

*West Essex Campus*  
730 Bloomfield Avenue  
West Caldwell, NJ 07006  
(973) 403-2560

Essex County College is committed to providing a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual and other unlawful forms of harassment. So that we can properly investigate your concern, you are asked to complete this form in its entirety. Please attach additional pages, as needed. After an investigation of your complaint, which includes an interview with you, the individual accused and possible others, you will be notified of our findings.

Your Name: \_\_\_\_\_  
*Last* *First*

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Preferred Telephone #: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Employee

Student

Visitor

Identify the Individual's Name/Title/Department

Date of Incident

1. Describe in as much detail as possible the nature of your complaint (Please be specific):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Please list all witness(es) (if any):

Name

Department

Telephone #

\_\_\_\_\_  
\_\_\_\_\_

3. Please describe any positive solution or relief that you believe will help resolve the matter:

\_\_\_\_\_  
\_\_\_\_\_

I hereby acknowledge that the facts contained in this complaint are true and accurate and that the filing of a false report subjects me to sanctions consistent with College policy, Collective Bargaining Agreement, and/or applicable laws.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Email this form to [hrd@essex.edu](mailto:hrd@essex.edu) or hand deliver to:  
Office of the Director of Human Resources Main Campus, 5<sup>th</sup> Floor

*An Equal Opportunity / Affirmative Action Employer*

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## ***Non-Discrimination Policy*** **STATEMENT OF ASSURANCE**

It is the policy of Essex County College not to discriminate on the basis of race, creed, color, national origin, age, marital status, familial status, affectional or sexual orientation, disability, gender identity or expression, genetic information, liability for military service, or any other category protected by applicable law. This policy applies to all terms, conditions, and privileges of student recruitment/enrollment, staff employment and vocational opportunities.

Further, the College conforms to all federal and state statutes, executive orders, regulations, guidelines and amendments including but not limited to: New Jersey Law Against Discrimination; Title VI & VII of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; Age Discrimination Act of 1975, and the Americans With Disabilities Act of 1990.

### **Inquiries or complaints may be addressed to:**

[hrd@essex.edu](mailto:hrd@essex.edu) or hand deliver completed form to:  
Office of the Director of Human Resources, Main Campus, 5<sup>th</sup> Floor

November 2011

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