

Director of Human Resources
Essex County College
303 University Avenue
Newark, NJ 07102
(973) 877-3000

To file a Complaint, complete this form and deliver it to the Executive Director of Human Resources or their designee by electronic mail to bridgett@essex.edu or by mail or hand-delivery to the Main Campus at the address listed above.

Name of Complainant: _____
*Last**First*

Address: _____

City:_____State:_____
 Zip Code:_____

Telephone:_____E-mail address: _____

☐ Employee ☐ Student ☐ Visitor

Attach an additional page, if needed.

Nature of alleged violation (Please be specific): _____

Date of violation: _____

Incident Location:

Type of Incident:

Protected Class(es) Basis for Report:

❑ Campus Building

❑ Discrimination

☐ Sex

❑ Religion

❑ Campus Outdoors

❑ Harassment

☐ Gender

☐ Veteran Status

❑ Violence

❑ Gender Identity

❑ Disability

☐ Off Campus

❑ Retaliation

□ Gender Expression

□ Age

☐ ECC-Sponsored Event

❑ Sexual Orientation

❑ Genetic Information

Specific Location: _____

☐ Race

❑ National Origin

□ Color

☐ Pregnancy/Parenting

❑ Marital Status

❑ Sex Stereotypes

Name/Title of person(s) responsible for the alleged violation: _____

Department: _____

Location: _____

Essex County College Complaint Form

Witness(es) (if any): Name

Address

Telephone #

_____	_____	_____
_____	_____	_____
_____	_____	_____

Attach an additional page, if needed.

Relief Sought: _____

Supportive Measures Requested:

- | | |
|---|---|
| <input type="checkbox"/> No Contact Order | <input type="checkbox"/> Assistance Reporting to |
| <input type="checkbox"/> Faculty Notification | Law Enforcement |
| <input type="checkbox"/> Counseling | <input type="checkbox"/> Campus Police Escort |
| <input type="checkbox"/> Academic Withdrawal/LOA | <input type="checkbox"/> Academic Withdrawal (full) |
| <input type="checkbox"/> Work Schedule Adjustment | <input type="checkbox"/> Academic Adjustment |
| <input type="checkbox"/> Victim Advocate Outreach | <input type="checkbox"/> Other: _____ |

Accommodations:

- ☐ I request an interpreter Language: _____
- ☐ I request accommodation(s) for a qualified disability ☐ I do not request accommodation(s) for a qualified disability
- _____

Resolution Requested: ☐ No Action ☐ Informal Resolution ☐ Formal Resolution (Investigation and Decision-Making Process)

Signature of Complainant: _____ Date: _____

Received by: _____ Date: _____

In accordance with the requirements of Title VI: 34 C.F.R. § 100.3, (Title VI and Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, the Age Discrimination Act of 1975, Title IX of the Education Amendments of 1972, and other federal, state and local laws, and in accordance with our values, Essex County College does not discriminate on the basis of race, color, religion, creed, national or ethnic origin, sexual orientation, age, pregnancy, disability, or sex, gender identity or expression, in the administration of any of its services, educational programs and activities or in its hiring or employment practices.

Reporting Possible Violations:

Title IX/504 Coordinator

Nicole Conforti

303 University Avenue

Newark, NJ 07102

(973)-877-3477

nconforti@essex.edu

Department of Human Resources:

Karen Bridgett

Associate Director of Human Resources

303 University Avenue

Newark, NJ 07102

(973) 877-3461

bridgett@essex.edu