



Carlton County Human Resources External Complaint Form

Adopted:

Instructions:

Submit this form to the Human Resources Office in person or via mail at 301 Walnut Avenue, Carlton, MN 55718; via fax to (218)384-9196; or via email to Kimberly.Franek@co.carlton.mn.us. A form can be requested by calling Human Resources at (218)384-9140 or found on the Carlton County website at www.carltoncounty.com.

Filing an allegation of discrimination or harassment with the County does not preclude a complainant from filing an allegation with an external agency, nor does it extend time limits for such complaints. If this concern is time sensitive and calls for immediate action, please inform the Human Resources Office when submitting this form. Anonymous reports will be accepted; however, action may be significantly limited due to the anonymous nature. Every attempt will be made to respond within a two week time frame, unless a shorter time period is required by law. This complaint will be processed consistent with Carlton County policy. However, please understand that every situation is unique in fact, timing, and circumstance, and, as such, outcomes and recommendations may necessarily differ from one complaint to another.

Complainant:

Name: _____

Address: _____

Phone: _____ E-mail address: _____

What is your preferred method of communication regarding this issue? Phone _____ E-mail _____ U.S. Mail _____

I would like a written answer or decision regarding this issue. Yes _____ No _____

If applicable, information about whom the complaint is against:

Name: _____ Title: _____

Department: _____

Phone: _____ E-mail address: _____

Person referring the complaint (if different from the complainant):

Name: _____ Title: _____

Department: _____

Phone: _____ E-mail address: _____

Information:

Please provide all relevant information that will be necessary for making a decision on this issue including date, time and location of the incident, and names of those involved or who may have witnessed the incident being reported. Please include factual information only; opinions will not be considered. Additional sheets may be attached, if necessary. Please include any documentation, emails or other proof of your complaint if it is available to you at the time you submit this form to the Human Resources Office.

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Please provide a possible solution or course of action you would like to see as a result of this report.

Please name any individuals that may be helpful in providing pertinent information regarding this issue.
