



Employee Relations provides a variety of services to both staff and supervisors in developing and maintaining positive, respectful and harmonious working relationships among employees and in complying with negotiated collective bargaining agreements applying to staff employees.

**If you need to report an issue, please complete and submit this form to Melanie Chavez ([mchavez@csumb.edu](mailto:mchavez@csumb.edu)) in University Personnel so that we may investigate and address the matter. Please note, depending on the nature of the reported issue, you may be referred to the Office of Title IX.**

*Please provide information about yourself so that we may contact you for additional information if needed.*

Date: \_\_\_\_\_

First and Last Name: \_\_\_\_\_

Work Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Dept: \_\_\_\_\_

*Please provide information about what happened, including who was involved, and who may have been a witness to the incident. Use additional pages if necessary.*

Date of Incident (if an ongoing issue, list approximate date when it began): \_\_\_\_\_

Location of Incident (Building, Room, Office, Area): \_\_\_\_\_

Names of person(s) involved: \_\_\_\_\_

Name(s) of witnesses (if any): \_\_\_\_\_

Describe what happened: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date Signed

**Internal Use Only**

Referred to TIX:  Yes (Date: \_\_\_\_\_)  No

Date Received by University Personnel: \_\_\_\_\_