

Employee Relations Intake Form

(To be completed by supervisor)

Complete and email to Alexis Martin at amartin@kutztown.edu

Name of Employee: _____

Reason for Meeting: _____

Meeting Attendees: _____

Date of the Meeting: _____

How were you informed of the issue?

☐ Complaint

☐ Grievance

☐ Other: Please Explain

☐ Written Notification

☐ Mgr. Documentation

Please explain: _____

Department/Unit: _____

Issue:

☐ Performance

☐ Policy/Practice

☐ Potential Legal

☐ Union Issues

☐ Work Environment

☐ Other: Please Explain

Please explain: _____

Summary of the Issue (attach additional sheets if necessary):

Action Taken:

☐ Complaint Unfounded (no action taken)

☐ Counseling

☐ Oral Reprimand

☐ Written Reprimand (attach copy)

***Human Resources should be contacted for any actions that appear to go beyond the level of written reprimand.**

Supervisor Signature: _____

Date: _____