

# Employee Relations Intake Form

(To be completed by supervisor)

Complete and email to Alexis Martin at [amartin@kutztown.edu](mailto: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: \_\_\_\_\_