

# FILE A COMPLAINT

## Employment Service and Employment Related Law Complaint System

### IF YOU HAVE A COMPLAINT ABOUT:

- Employment Services at this office, or
- An Employer
  - Any employment-related law, or
  - An employer the Employment Service program referred you to.

Contact the manager or the following Complaint System Representative:

### Complaint System Representative Contact Information:

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

 Telephone: (XXX) XXX-XXXX \_\_\_\_\_ Extension XX \_\_\_\_\_

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

 Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Examples:

- |                        |  |  |
|------------------------|--|--|
| ✓ Wages                | ✓ Employer-Provided<br>Transportation or Housing | ✓ Discrimination                         |
| ✓ Working Hours        | ✓ Child Labor                                    | ✓ Trafficking                            |
| ✓ Workplace Crimes     | ✓ Pesticides                                     | ✓ Sexual Harassment/<br>Coercion/Assault |
| ✓ Wrongful Termination | ✓ Health/Safety                                  | ✓ Other                                  |
| ✓ Contract Compliance  |  |  |

**\*Any individual, employer, organization, association, or other entity can file a complaint.  
A complainant may choose an individual to act as their representative.**

This Employment Service office can also help you to find other employment, training, and supportive services to obtain food, shelter, clothing, and other necessities.

### PROTECTIONS FOR COMPLAINANTS:

- If you make a complaint or give information related to, or assist in, an investigation of a complaint, your identity will be kept confidential to the fullest extent possible under current law and as necessary to determine the complaint fairly.
- Federal laws prohibit employers from retaliating (taking negative actions) against employees who report employment-related complaints. If you experience retaliation from an employer, notify the complaint representative.

**If you have any concerns about this complaint process, please contact your State Monitor Advocate:**

State Monitor Advocate Name: \_\_\_\_\_

Email Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

**\*Language assistance is available free of charge.**

For information on interpretation and translation services, contact:

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_