

**DEPARTMENT OF HUMAN SERVICES
INTERNAL COMPLAINT FORM**

- Instructions: 1. Please type or write clearly in ink below and attach copies of all documents requested;
 2. Mail this form and copies of all documents to:

**Department of Human Services,
Personnel Office**
1390 Miller Street, Room 202, Honolulu, Hawaii 96813

COMPLAINANT INFORMATION:	
Name: _____	
Mailing Address: _____ _____	
Phone No. (Home): _____	(Work): _____
To be completed by current or former State employees only:	
Pos. Number: _____	Position Title: _____ Bargaining Unit: _____
Department/Division/Branch/Section: _____	

TYPE OF COMPLAINT: Please indicate the type of action you are appealing:	
<input type="checkbox"/>	Classification/Reclassification (Attach DHRD Form 259)
<input type="checkbox"/>	Initial Pricing of Classes (Attach DHRD Form 276)
<input type="checkbox"/>	Recruitment/Application and Examination Actions: Recruitment No. for which you applied: _____ Position Title for which you applied: _____ Position No. (if applicable): _____
<input type="checkbox"/>	Other Employment Action Adversely Affecting Civil Service Employees (Excluded Employees)
<input type="checkbox"/>	Other Adverse Employment Action That Cannot Be Processed Through the Collective Bargaining Process

ACTION YOU WISH TO APPEAL
1. Provide a complete statement of facts to support your allegation. Attach copies of any supportive documents (e.g., copy of recruitment announcements, written statements and other similar documents.)

2. Cite the specific personnel law, rule, or written policy which you allege has been misinterpreted, misapplied or violated.

3. What is the remedy sought. How can this complaint be resolved?

REPRESENTATION: If a union agent or other person will represent you, indicate below the Representative's Name, union or organization, mailing address and telephone number.

Name: _____

Union/Organization: _____

Address _____

Phone Number: _____

SIGNATURE AND DATE

Complainant's Signature _____ Date _____

Deadlines for Filing an Appeal:

- Recruitment and Examination appeals must be filed within seven (7) working days after the date of the notice.
- Classification/Reclassification and Initial Pricing of Classes appeals must be filed within twenty (20) working days after the date of the notice; and,
- All other appeals must be filed within ten (10) working days after the date of the notice of action