

County of Kauai
Department of Human Resources
Internal Complaint Form

(Please type or write clearly in ink for each item below. **Attach additional pages if necessary.**)

Complainant Information:

Name: _____ Bargaining Unit: _____

Current or Last Held Position Number & Title: _____

Division/Branch/Section: _____

Mailing Address: _____

Phone Number: (Home) _____ (Work) _____

Representative's Name, Address and Telephone Number (if any):

Type of complaint: Select One

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

Provide a complete statement of facts to support your allegation. Attach copies of any supportive documents (e.g., copy of policy alleged to have been violated, written statements from witnesses, and other similar documents).

Remedy Sought. How can this complaint be resolved?

Complainant or Representative Signature

Date

Submit the signed complaint form, appropriate DHR forms, if applicable, and supporting documentation to the Director of Human Resources, by mail: **County of Kauai, Department of Human Resources, 4444 Rice Street, Suite 140, Lihue, Hawaii 96766-1340** OR email to: humanresources@kauai.gov

FOR OFFICIAL USE ONLY

Date Received:

Receipt verified by:

Department of Human Resources
Internal Complaint Procedures Instructions

WHO CAN FILE

1. Any member of the general public may file a complaint involving denial of opportunity to pursue a vacancy for reason of failure to meet the minimum qualification for the vacant position for which the complainant had filed a formal application or for determinations of unsuitability; or
2. Only employees covered by Chapter 76, HRS, may file a complaint concerning, classification and reclassifications of a particular position and initial pricing of classes; or
3. Only employees covered by Chapter 76, HRS, who are excluded from collective bargaining may file a complaint concerning other employment actions under Chapter 76 or 89C, HRS, including disciplinary actions and adverse actions for failure to meet performance requirements.

HOW TO FILE

1. The complainant (person filing) or his/her representative must submit the complaint form with an ORIGINAL SIGNATURE to the Department of Human Resources within the following timeframes:
 - a. **Ten (10) calendar days** from the date of the alleged occurrence for all recruitment and examination complaints involving the denial of an opportunity to pursue a vacancy for reason of failure to meet the minimum qualification for the vacant position for which the complainant had filed a formal application or for determinations of unsuitability;
 - b. **Twenty (20) calendar days** from the date of notice for all complaints on classification and initial pricing actions;
 - c. **Ten (10) calendar days** for all other human resources complaints.

HOW TO SUBMIT THE FORM

Mail to the following address:

County of Kauai
Department of Human Resources
4444 Rice Street, Suite 140
Lihue, HI 96766-1340

Email to:

humanresources@kauai.gov

IMPORTANT NOTE

You must follow and complete the Internal Complaint process before you can file an appeal with the Civil Service Commission (CSC).