

NOTE: Overall, provide specific examples not general accusations. Below is a SAMPLE which can be used as a template by adding your own specific incidents.

SAMPLE:

This is written to request an investigation of bullying against me by _____
(name of bully).

On _____ (date) the following incident occurred which causes me to file a bullying complaint:
(describe the incident including date/time) _____

In addition to the specific incident noted above, _____ (name of bully) has taken other actions
of a bullying nature against me.

- 1) humiliated me in front of my coworkers.
 - a) On or about _____ (date) he publicly humiliated me by stating _____.
 - b) another example??? date???
 - c) another example??? date???

- 2) _____ (name of bully) takes actions that interfere with my productivity.
 - a) He sends a barrage of emails to me on a nearly daily basis. The time it takes to read, process and respond to these emails significantly detracts from the time required to maintain my productivity given that I have a daily quota of cases to complete. (Provide a copy of as many of these emails as possible.)
 - b) On or about November 7, 2017, _____ (name of bully) sent an email alleging I was late completing a training that I had completed the day before. I took a screen shot, sent it to him to prove my timely completion of the training.
 - c) On or about _____ (date), _____ (name of bully) kept emailing saying I was not doing my work and alleged I had not completed cases. I repeatedly explained that there was a problem with my computer. It took the IT professional to determine there was an issue with my system. _____ (name of bully) did not apologize for false accusation.

- 3) _____ (name of bully) behaves in a manner that demonstrates disparate treatment.
 - a) On or about _____ (date) I emailed _____ (name of bully) and requested the opportunity to do overtime. My request was denied based on the allegation that I had not met my daily quota. However, _____ (name of bully) approved overtime for two of my male coworkers who also had not meet their quota.
 - b) another example???? date???
 - c) another example???? date???

4) _____ (name of bully) speaks in a manner that is demeaning.

a) On or about _____ (date), _____ (name of bully) sent an email to me that was disrespectful.

b) another example????? date???

c) another example????? date???

I have attempted to resolve repeated incidents of bullying by _____ (name of bully) by _____ (state any actions that may have been taken to- date). Ultimately, I find that is necessary to file a bullying complaint.

_____ name of bully) engages in bullying on a regular basis which subjects me to repeated incidents of intimidation. It is incredibly destructive to work in a hostile environment. It is affecting me _____ (state how you are being affected – e.g., health).

I come to work to do my job and serve the State by providing services for residents. It is unreasonable to be harassed in the workplace and made to feel unsafe by _____ (name of bully). State employees have a right not to be bullied in the workplace.

Respectfully submitted,

_____ (your name and contact information)