

# FILING A COMPLAINT

## TIP SHEET



THE BLACK CAUCUS  
UNIVERSITY OF CALIFORNIA, SAN FRANCISCO

### FILING A COMPLAINT

File with a write up of your experiences of discriminatory or harassment.

These experiences must be within a 3-year range of the date of filing the complaint.

Write up tangible disparities and experiences of loss and impact on your ability to do work.  
e.g. gaps in pay, lack of promotion, impact on reputation, isolation, impacts on mental health.

Tell your story with details and concrete examples with dates, emails, texts, etc.

Explain with direct (almost legalese) language.  
Refer to successful sexual harassment cases.

### QUESTIONS TO CONSIDER

What aspects of your identity do you think played a part in the discrimination or harassment you experienced?

Who was the aggressor?

Were there any witnesses?

Who did you engage to help in relief?

Were you grieving or emotional?

Do you have a medical condition?

Was your condition and health negatively affected?

### CLASS ACTION LAWSUITS

Ask group members to file as individuals within a group doing this action together. File at the same time to an agency with a right to sue letter. File with an attorney for a lawsuit within employment law.

### DISCIPLINARY ADMINISTRATIVE ACTIONS

Do not return to work if you are asked to return early from medical leave (i.e. this likely means a negative administrative action)

Be aware of a forced transferred position with no job description or training (e.g. on paper this was noted as a promotion, but was actually a demotion)

Right after receiving a note of...a disciplinary action, being moved to a new work location, to probation status again, administrative leave, or terminated:

You can submit an appeal to the decision

Take a break, get out of emotions, call a lawyer

Write why you should not be moved, transferred, or fired

Ask for what you need to do your job efficiently

Apologize and admit areas where you were mistaken and can learn from