



OKLAHOMA
Office of Management
& Enterprise Services

Complaint Petition

You must file your complaint through the online filing system. This form is for communication purposes only. You should be prepared to answer the following questions when you fill out your complaint online.

Today's date _____

Name _____

Telephone _____

Address _____

Agency against which the complaint is filed _____

Complaints shall be filed with OMES Human Capital Management within 10 business days of the date the Termination, Suspension Without Pay, Involuntary Demotion, Written Reprimand or Punitive Transfer occurred.

Are you requesting mediation? Yes No

Date disciplinary action was taken _____

Which disciplinary action are you filing your complaint about?

- Termination.
- Suspension Without Pay.
- Involuntary Demotion.
- Written Reprimand.
- Punitive Transfer.

Please provide the basis for the complaint, stating all the facts.

If the action was not taken in person, please provide a description of how you (the employee) were provided notice of the action.

What remedy are you seeking?

I attest that the information I submit in this complaint and in any required accompanying or subsequent documentation is true and accurate to the best of my knowledge.

Complainant's signature _____ Date _____

Complete this section if you have someone assisting you with your complaint process.

Complainant representative name _____

Complainant representative telephone _____

Complainant representative address _____

Representatives signature _____ Date _____