



University of Illinois Manager Conduct Report

Overview

This form has been created by SEIU 73 to allow SEIU 73 members to report inappropriate conduct by managers. In our experience, incident reports about manager conduct disappear into a black hole once submitted, with no reporting back to the employee who submitted the report. This form will allow the SEIU 73 to maintain a record of the incident and allow us to bring the issue forward to Administration. This is not a UIC form, and it has no automatic contractual effect upon Administration at the present time. It does however create proof of notification and the moral obligation by Administration to address the issue, and you may rest assured that SEIU 73 will pressure Administration to address the issue satisfactorily.

The purpose of this form is to report inappropriate manager behavior. Information about co-worker behavior will not automatically result in any action by SEIU 73.

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Date and Time of Incident:	
Manager Name & Department:	
Location where Incident Took Place:	
Has a formal complaint been filed with HR?: YES NO	
If Yes to the above: Please describe when the complaint was filed, who the complaint was filed with, and any action taken by UIC:	
State with as much detail as possible what occurred. Please be specific about the manager's words, physical behavior, and demeanor. You may attach a separate sheet, either typed or hand-written, if there is insufficient room here:	
Name:	Work Area/Unit:
Usual Shift:	Cell Phone:
Non-UIC Email:	

TO SUBMIT FORM:
FAX COMPLETED FORM TO (312) 337-7768 ATTN: Melinda Bunnage; OR
EMAIL SCANNED COPY TO mbunnage@seiu73.org