Dear Member:

You are receiving this Instant Info Sheet because you contacted AAE Legal Services indicating you were having problems with a colleague.

Unfortunately, there is often little legally that can be done about this situation but the general guidelines below are designed to help guide you through this difficult process.

1. Have you spoken to your colleague about the situation in an effort to resolve it one on one?
2. Have you spoken to administration about the situation?
3. If your supervisor is refusing to assist you have you gone up the “chain of command” seeking assistance?
4. You should document interactions with the colleague which you believe are problematic to use either in a discussion with administration or with the colleague.
5. Additionally, document any meetings you have either with the colleague or administration about which the problems you are experiencing are discussed.

If you believe the colleague has targeted you for something over a federally protected immutable characteristic (e.g. race, gender, etc) or due to religious beliefs or other constitutionally protected rights, please contact AAE Legal Services for additional instructions or guidance.