

512-R

COMPLAINT PROCEDURE

Employees who feel they are the victims of sexual harassment or discrimination should report their concerns to the Agency Administrator. The following complaint procedure should be utilized if at all possible.

- Step 1 Any complaint shall be presented in writing or orally to the employee's supervisor or Agency Administrator if the complaint concerns sexual harassment by another employee or supervisor against an employee. The complaint should include the specific nature of the harassment and corresponding dates and also include the name, address and phone number of the complainant. The attached form shall be used for providing a written complaint.
- Step 2 The supervisor or Agency Administrator shall thoroughly investigate the complaint, notify the person who has been accused of discriminating conduct, permit a response to the allegation and arrange a meeting to discuss the complaint with all concerned parties within ten (10) working days after receipt of the written complaint, if deemed appropriate. The supervisor or Agency Administrator shall give a written answer to the complaint within fifteen (15) working days after receipt of the written complaint.
- Step 3 If the complainant is not satisfied with the answer of the supervisor or Agency Administrator, he or she may submit a written appeal to the Agency EEOC contact, indicating with particularity the nature of disagreement with the answer and reason underlying such disagreement. Such appeal must be filed within ten (10) working days after receipt of the written response at Step 2. The investigating agent shall arrange a meeting with the complainant and other affected parties, if requested by the complainant, at a mutually agreeable time to discuss the appeal. The investigating agent shall give a written answer to the complainant's appeal within ten (10) working days.
- Step 4 If the complainant is not satisfied with the answer, a complaint may be filed with the Board of Control within ten (10) working days after receipt of the Step 3 answer. The Board of Control shall, within twenty (20) working days, schedule a meeting at which the complainant shall be given an opportunity to present the complaint. The Board of Control shall give a written answer to the complaint within ten (10) working days following completion of the meeting.

DISCRIMINATION/HARASSMENT COMPLAINT FORM

Employee	Supervisor	Agency Administrator	Other Investigator
Name	_____	_____	_____
Position	_____	_____	_____

1. What happened? (Objectively state details)

2. Who was involved? (Include witnesses)

3. Where did it take place?

4. When did it take place? (Date and time)

5. Why do you think this situation constitutes a complaint? (Policy violation, unjust treatment, other management decision.)

Employee

Date

Address

Phone Number