

## **DISCRIMINATION COMPLAINT PROCESS**

All aggrieved persons shall be advised of their rights under state and federal civil rights laws. The following procedures have been established for handling discrimination complaints relating to equal opportunity and affirmative action. These procedures are designed to ensure fair consideration of any complaints related to discrimination in employment.

### **Step 1.**

Any person who believes that s/he has been aggrieved by a staff member of Charter Oak State College should discuss the problem with the Affirmative Action Officer. Every attempt shall be made to resolve the problem through counseling and informal discussions. Complaints shall be received in confidence and upon request a complainant's identity may be withheld unless settlement of the complaint requires that s/he be identified.

### **Step 2.**

If the aggrieved feels that the complaint has not been resolved through the informal procedure within fifteen (15) days of the alleged discriminatory act, s/he should file a written complaint with the Affirmative Action Officer and the President. The Affirmative Action Officer will initiate a formal investigation of the complaint and may require the grievant to submit relevant documentation of the incident for review. The accused party shall be notified of the particulars of the complaint immediately upon initiation of the investigation. Within ten (10) days of the initiation of the complaint, the Affirmative Action Officer shall notify the complainant in writing of the results of the investigation. If the Affirmative Action Officer finds no sufficient evidence of discrimination, s/he will inform the aggrieved party and the President in writing.

### **Step 3.**

Should a complainant be dissatisfied with the recommendation of the Affirmative Action Officer, s/he may appeal within ten (10) days of the written decision to the President. The President will have access to the complaint file and may call the aggrieved party or the accused party for additional information. The recommendation of the President must be sent to all parties involved in writing within five (5) days of receiving the appeal.

In steps 2 or 3 above, should the Affirmative Action Officer or the President find reason to believe that discrimination has occurred as alleged, the Affirmative Action Officer shall attempt to resolve the matter at the appropriate decision making level. Should efforts at settlement fail, the Affirmative Action Officer shall proceed to the next decision making level and ultimately make recommendations to the President.

The Affirmative Action Officer shall create and maintain a file on each complaint received under steps 2 and 3 of these procedures. All information, including records, reports and correspondence pertaining to this complaint will be kept in said file.

An individual has the right to file his or her complaint of discrimination with any or all of the relevant agencies listed below. The individual can also simultaneously avail himself or herself of the Connecticut State Colleges and Universities (CSCU) Discrimination Complaint Procedure (included in this section).

**Connecticut Commission on Human Rights and Opportunities (CHRO)**

Capitol Regional Office

450 Columbus Blvd

Hartford, CT 06103, (860) 566-7710

Complaints should be filed with the CHRO no later than one hundred and eighty (180) days after the alleged act of employment discrimination occurred.

**Equal Employment Opportunity Commission (EEOC)**

John F Kennedy Federal Office Building

Government Center, Room 475

Boston, MA 02203, (800)669-4000

Complaints should be filed with the EEOC no later than one hundred and eighty (180) days after the alleged act of employment discrimination occurred, except, that in a case when the aggrieved person has initially filed a complaint with the Commission on Human Rights and Opportunities, such complaint should be filed no later than three hundred (300) days after the alleged act of employment discrimination occurred.

**United States Department of Labor**

Wage and Hour Division

1 Hartford Square West

Hartford, CT 06106, (860) 722-2660

**The Department of Education, Office of Civil Rights**

U.S. Department of Education

Boston Office

5 Post Office Square, 8<sup>th</sup> Floor

Boston, Massachusetts 02109-3921, (617) 289-0111

**Connecticut Commission on Women, Children and Seniors**

18-20 Trinity Street

Hartford, CT 06106, (860) 240-1475

**Commission on Equity and Opportunity**

18-20 Trinity Street, Room 202

Hartford, CT 06106, (860) 240-1424

**State of Connecticut: Employee Grievance Procedure**

*(Contact Human Resources Office or union representatives for Grievance forms and/or procedures).*

200 Folly Brook Boulevard

Wethersfield, CT 06109, (860) 566-3450

**Wage and Hour and Public Contracts Division**

United States Labor Department

135 High Street

Hartford, CT 06103, (860) 240-4277

**Wage and Workplace Standards Division**

Connecticut Department of Labor

200 Folly Brook Boulevard

Wethersfield, CT 06109, (860) 263-6790

Furthermore, an employee shall be advised that the use of the Charter Oak grievance procedure shall not affect the grievant's rights simultaneously to file a complaint with any of the above agencies. To be acted upon by the Commission on Human Rights and Opportunities, a complaint must be filed with that office within 180 days of the date of the alleged discriminatory act. The Charter Oak grievance procedure from Step 1 through final recommendations of the Affirmative Action Officer and the decision of the President shall not exceed 90 days.

All records of grievances and dispositions thereof shall be maintained and reviewed on a regular basis by the Affirmative Action Officer to detect any patterns in the nature of the grievances. Records so retained shall be confidential except where disclosure is required by law. The plan shall contain a summary of the matters alleged, the results thereof and the length of time required to resolve the grievance. Where informal allegations have resulted in complaints to enforcement agencies, the plan shall provide information on the number of such complaints, investigating agency, whether such matter is currently pending or the outcome thereof. All records relevant to employee grievances filed under this section shall be maintained by the agency for examination by the commission. The records shall be available for review by properly authorized administrators, regulatory agency representatives, and union representatives, the latter with the consent of the aggrieved person.

Every complainant shall be free from any and all restraint, interference, coercion, or reprisal on the part of associates, supervisors and other staff members in making any complaint or appeal, in appearing as witness or in seeking information related to his or her complaint. The above principles apply with equal force after a complaint has been adjudicated. Should these principles be violated, the facts shall be brought to the attention of the Affirmative Action Officer for review and appropriate action.

The Affirmative Action Officer has and will continue to attend any new state training offered to improve the skills in dealing with grievance proceedings and will communicate any information to the President.

Staff has been notified at meetings that a grievance procedure is available. There were no discrimination complaints filed pursuant to this section during this reporting period of the 2018-2020 Affirmative Action Plan for Charter Oak State College.

STATE OF CONNECTICUT  
AGENCY: CHARTER OAK STATE COLLEGE

DISCRIMINATION COMPLAINT STATEMENT

I, \_\_\_\_\_, being duly sworn, hereby depose and state:

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I have read the above statement consisting of \_\_\_\_\_ pages, consisting of \_\_\_\_\_ lines and have initialed all changes. I have given this statement of my own free will and it is true to the best of my knowledge and belief.

Dated: \_\_\_\_\_

Signed: \_\_\_\_\_