



Cascades East Transit

Operated by

Central Oregon Intergovernmental Council

Equal Employment Opportunity (EEO)

Program

April 2022

Contact Information:
Michelle Williams
Equal Employment Opportunity (EEO) Program Manager
1250 NE Bear Creek Road
Bend, Oregon 97701
Office: (541) 504-3303
michellew@coic.org

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CENTRAL OREGON INTERGOVERNMENTAL COUNCIL
EQUAL EMPLOYMENT OPPORTUNITY PROGRAM PLAN COMPONENTS

CENTRAL OREGON INTERGOVERNMENTAL COUNCIL BOARD
BEND, OREGON

Overview

The Central Oregon Intergovernmental Council (COIC) is a council of governments created in 1972 under ORS 190.

With the growth of the Cascades East Transit public transit program, COIC becoming the direct FTA grantee for 5307 formula funds for the City of Bend, Oregon UZA and the 2020 Federal Fiscal Year awards of 5307 funds for the Bend UZA exceeding \$1,000,000, COIC was required in the fall of 2020 to implement a formal Equal Employment Opportunity program as outlined in the U.S. Department of Transportation's Urban Mass Transportation Administration (UMTA) Circular (cir) 4704.1 (Equal Employment Opportunity Program Guidelines for Grant Recipients).

Federal Transit Administration recipients are required to periodically update their EEO Program. COIC is doing so in April 2022 to assure FTA compliance.

COIC Statement of EEO Policy

COIC provides equal employment opportunity to all qualified employees and applicants for employment and does not discriminate on any basis prohibited by law, including race, color, religion, national origin, sex (including gender identity, sexual orientation, and pregnancy), age, genetic information, disability, veteran status, or other protected class. Therefore, it is the policy of COIC not to tolerate illegal discrimination. Employment decisions for COIC are based only on job-related criteria and the ability to perform the essential functions of the job. All personnel actions or programs that affect qualified individuals, such as employment, upgrading, demotion or transfer, recruitment, advertising, termination, rate of pay, other forms of compensation and selection for training, are made in a manner that does not illegally discriminate against individuals.



**EQUAL EMPLOYMENT
OPPORTUNITY**

A. EEO Policy Statement

The Central Oregon Intergovernmental Council (COIC) has a strong commitment to the community we serve and our employees. As an equal opportunity employer, we strive to have a workforce that reflects the community we serve. Subject to all applicable laws regarding Veterans' Preference, employment actions will be administered without regard to race, color, religion, national origin, sex (including gender identity, sexual orientation, and pregnancy), age, genetic information, disability, veteran status, or other protected class.

COIC Equal Employment Opportunity (EEO) policy applies to all employment actions, including but not limited to, recruitment, hiring, selection for training, promotion, transfer, demotion, layoff, termination, rates of pay or other forms of compensation.

All applicants and employees have the right to file complaints alleging discrimination. Retaliation against an individual who files a charge or complaint of discrimination, participates in an employment discrimination proceeding (such as an investigation or lawsuit), or otherwise engages in protected activity is strictly prohibited and will not be tolerated.

COIC is committed to providing reasonable accommodations to applicants and employees who need them because of a disability or to practice or observe their religion, absent undue hardship.

As COIC's Executive Director, I maintain overall responsibility and accountability for COIC's compliance with its EEO Policy and Program. The responsibility for implementing the EEO program is assigned to Michelle Williams, Deputy Director/Fiscal Services Manager at michellew@coic.org and 541-504-3303 as COIC's EEO Program Manager. Michelle Williams reports directly to me and acts with my authority with all levels of management, labor unions, and employees.

All COIC executives, management, and supervisory personnel, however, share in the responsibility for implementing and monitoring COIC's EEO Policy and Program within their respective areas and are assigned specific tasks to ensure compliance is achieved. COIC evaluates its managers' and supervisors' performance on their successful implementation of COIC's policies and procedures, in the same way COIC assesses their performance regarding other agency's goals.

COIC is committed to undertaking and developing a written nondiscrimination program that sets forth the policies, practices and procedures, with goals and timetables, to which the agency is committed and make the EEO Program available for inspection by any employee or applicant for employment upon request.

I am personally committed to a workplace that acts upon its daily responsibility to treat all applicants and employees with dignity and respect, as well as equitably under the guidelines of our EEO Policy and Program.

COIC Executive Director

Date

B. Dissemination

Several formal communication mechanisms are used to disseminate the COIC EEO Policy and programs to COIC employees and the general public. The COIC Executive Director will disseminate the EEO Policy throughout the organization.

Other forms of dissemination of this policy include the following internal and external processes:

Internal:

- The EEO Program Manager will send out written EEO-related communications to both the employees and the managers.
- The EEO Program Manager shall create and maintain in partnership with the Human Resources Department the Organization Personnel Policies.
- The EEO Program Manager will initiate and arrange semi-annual meetings with program managers to discuss the implementation of the EEO Program.
- Included are non-discrimination clauses in all contractual provisions and agreements.
- All non-supervisory staff is informed of the EEO Policy by posters which are posted in the employee break room areas.
- The COIC administrative office provides on-going training sessions for all employees and managers; which includes seeking input on the program implementation.
- All new-hire employees are required to attend an orientation program at which COIC's Personnel Policies are reviewed, which includes the Equal Employment Opportunity and Non-Discrimination section of the handbook.
- COIC will conduct EEO training for all new supervisors and managers with 90 days of their appointment.

External:

- COIC provides in all notices of job opportunities that COIC is an Equal Employment Opportunity employer and does not discriminate in its hiring practices.
- Recruitment efforts and vacancy postings are located on the COIC website. Included in every announcement is the statement of the policy that COIC is an Equal Employment Opportunity employer.

C. **Designation of Personnel Responsibility**

The COIC Human Resources Department administers the Equal Employment Opportunity program. Among other work responsibilities, the COIC Human Resources Department implements policies that will ensure equal employment opportunities in the hiring and promotion process and recommending changes in the employment process to the COIC Executive Director and the Executive Committee of COIC Board.

The COIC Deputy Director/Fiscal Manager, functioning as the EEO Program Manager, oversees the compliance of the COIC EEO Program and reports directly to the COIC Executive Director. In addition, EEO policy prohibits employees and applicants from being subject to harassment, intimidation, threats, coercion, or discrimination because they have engaged in, or may have engaged in EEO related activities such as filing a complaint, assisting or participating in an investigation, compliance review or hearing. Employees are also protected from opposing any act or participate of discrimination. The Human Resources Department has the overall responsibility for implementing the EEO Policy and FTA Cir. 4704.1A. The COIC Executive Director and the Executive Committee to the COIC Board has given the COIC Deputy Director/Fiscal Manager the primary management responsibility for ensuring that the COIC is in full compliance with equal employment opportunity mandates and goals in accordance with FTA Cir. 4704.1A

The EEO Program Manager's responsibilities include the following:

- In conjunction with human resources, developing the EEO policy statement and a written EEO Program.
- In conjunction with human resources, assisting management in collecting and analyzing employment data, identifying problem areas, setting goals and time tables, and developing programs to achieve goals
- In conjunction with human resources, designing, implementing, and monitoring internal audit and reporting systems to measure program effectiveness and to determine where progress has been made and where proactive action is needed
- In conjunction with human resources, reviewing the agency's nondiscrimination plan with all managers and supervisors to ensure that the policy is understood
- Concurring in the hiring and promotion process
- In conjunction with human resources, periodically reviewing employment practices policies (e.g., hiring, promotions, and training), complaint policies, reasonable accommodation policies, performance evaluations, grievance procedures, and union agreements
- Reporting at least semiannually to the Executive Director on each department's progress in relation to the agency's goals and on contractor and vendor compliance

- Serving as liaison between the agency, Federal, state, county, and local governments, regulatory agencies, minority, women, disability organizations, and other community groups
- In conjunction with human resources, maintaining awareness of current EEO laws, and ensuring the laws affecting nondiscrimination are disseminated to responsible officials
- Investigating complaints of EEO discrimination
- Providing EEO training for employees and managers
- In conjunction with human resources, advising employees and applicants of available training programs and professional development opportunities and the entrance requirements
- Auditing postings of the EEO policy statement to ensure compliance information is posted and up to date.

Department Directors, Managers, Program Administrators, Supervisors and Lead's responsibilities include the following:

- Participating actively in periodic audits of all aspects of employment to identify and to remove barriers obstructing the achievement of specified goals and objectives
- Holding regular discussions with other managers, supervisors, employees, and affinity groups to ensure agency policies and procedures are being followed
- In conjunction with the EEO Program Manager, maintaining and updating the personnel database for generating reports required for the nondiscrimination program
- Cooperating with the EEO Program Manager in review of information and investigation of complaints
- Encouraging employee participation to support the advancement of the EEO Program (e.g., professional development and career growth opportunities, posting promotional opportunities, shadowing, mentoring).
- Participation in the COIC diversity, equity and inclusion committee.

D. Assessment of Employment Practices

1. Recruitment and Employment Selection Procedures

COIC recruitment methods are focused upon drawing candidates from the largest available sources of candidates possible. Job listings outside of the agency can be posted with a variety of sources including craigslist.com, COIC website, Indeed.com, COIC (WorkSource) Employment Counselors, Oregon Employment Department, GovernmentJobs.com, and local newspapers. Included in every job announcement is the statement that COIC is an EEO employer.

2. Hiring and Promotion Practices and Provisions

Open positions are posted internally for all COIC employees to see and apply for. Represented positions, as defined in the Union Collective Bargained Agreement, shall be filled using seniority practices as described within the Union Agreement. Any interested candidate, who applies for a non-represented position, if qualified, is interviewed and provided the same opportunity to prove their capabilities of being the best candidate for the open position.

COIC's promotion and career advancement practices are described in the guidelines of the employee handbook; stating that COIC will not unlawfully discriminate on the basis of race, color, religion, national origin, sex (including gender identity, sexual orientation, and pregnancy), age, genetic information, disability, veteran status, or other protected class. See COIC's employee handbook and collective bargaining agreement posted on COIC's website for more details.

3. Procedures and Practices Regarding Wages, Salary Levels

Information regarding the distribution of wages and salary levels is described in the Salary Schedule available to all COIC employees on COIC's website.

4. Disciplinary Procedures: Discharge; and Termination

The COIC disciplinary process and procedures are outlined in the COIC Employee Handbook associated with employee discipline, termination and the rules of conduct expected from all employees in the workplace setting. See employee handbook posted on COIC's website for specifics related to disciplinary policies and procedures. COIC will not unlawfully discriminate in disciplinary or termination decisions.

5. Accessibility of Employment Opportunities to Minorities and Women

COIC is an Equal Employment Opportunity employer. Job listings outside of the agency can be posted with a variety of sources including craigslist.com, COIC website, Indeed.com, COIC (WorkSource) Employment Counselors, Oregon Employment Department, GovernmentJobs.com, and local newspapers.

E. COIC EEO Monitoring and Reporting Systems

The COIC has developed an internal and workable monitoring and reporting system which measures the effectiveness of its EEO Policies in accordance with FTA Circular 4704.1A

1. Semiannual updates on COIC's EEO progress, monitoring and sub-contractor EEO compliance will be provided to the COIC Executive Director by the EEO Program Manager. These updates will evaluate CET's progress and monitoring results from hiring and promotion practices, along with reviewing the status of any EEO complaints, if applicable. COIC views the activities that are listed below as critical to the success of Equal Employment Opportunities Programs within the COIC organization.
 - The COIC Human Resource staff will continue to monitor records of applicants flow, referrals, placements, rejected offers, training, transfers, promotions, terminations and any layoffs or recalls to ensure that COIC's non-discriminatory policy is carried out. COIC EEO Policies and Procedures will be reviewed and revised in accordance with FTA Cir. 4704.1A.
 - The EEO Program Manager will meet with the Human Resources Department to review union contracts during the union negotiation period to ensure there is not a disparate impact on the EEO program as a result of union negotiations.
 - The EEO program Manager will meet periodically throughout the year with the Human Resources Department and other hiring officials to review COIC's employment practices and policies. Current EEO program goals and identified barriers restricting program goal achievement. Dissemination actions taken throughout the year, and to evaluate COIC's progress related to the EEO Program.
 - The EEO Program Manager and Management staff will inform each other of any EEO-related problems that arise in their respective areas so that immediate and appropriate steps can be taken to resolve any issues. Any and all EEO related issues should be documented and submitted to the EEO Program Manager for monitoring, progress tracking, and reporting to management.
 - COIC recognizes its responsibility for the Equal Employment Opportunity Program, and is committed to fulfilling this responsibility by complying with all government regulations and laws. COIC management will be kept abreast of developments and changes in the EEO program through periodic EEO trainings, which will occur at least semiannually.

- The EEO Program Manager will generate internal reports for the COIC Executive Director and Executive Committee to the COIC Board annually to evaluate the degree to which the COIC's EEO program objectives are being met.
 - Progress and compliance pertaining to the Program will be communicated to the COIC employees during regular departmental meetings as appropriate.
 - The COIC EEO Program will be updated every four years in accordance with FTA Cir. 4704.1A
2. Monitoring of Sub-Contractor. COIC will require any sub-contractor engaged in performing public transit services that meets the employee threshold to share with COIC their prospective EEO Policy and Program. The COIC EEO Program Manager shall review it for compliance.
- The separate sub-contractor EEO plans will be retained for FTA review.
- F. Prevention of Workplace Discrimination, Harassment and Retaliation

CENTRAL OREGON INTERGOVERNMENTAL COUNCIL POLICY

POLICY TITLE: Prevention of Workplace Discrimination, Harassment, and Retaliation

POLICYNUMBER: HR #9

EFFECTIVE DATE: 1/1/20

REVISION DATE:

BOARD APPROVED: 12/5/19

Central Oregon Intergovernmental Council (COIC) is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment. Therefore, COIC expects that all relationships among persons will be respectful and professional, free of bias, prejudice and harassment in the workplace, at work related events, or any activity coordinated by or through the organization. This policy applies to all employees, elected officials, board or commission members, volunteers, interns and any other person we interact with in the course of accomplishing the work of the organization.

COIC has developed this policy to ensure that all its employees can work in an environment free from unlawful harassment, discrimination and retaliation. COIC will make every reasonable effort to ensure that all concerned are familiar with these policies and are aware that any complaint in violation of these policies will be investigated and resolved appropriately.

Discrimination, harassment and retaliation are not acceptable.

Any employee who has questions or concerns about these policies should talk with our primary contact the Equal Employment Opportunity (EEO) Manager, as an alternative you may reach the Human Resource (HR) Manager.

EQUAL EMPLOYMENT OPPORTUNITY

It is our policy to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, national origin, genetic information, or any other characteristic protected by law.

RETALIATION

We encourage reporting of all perceived incidents of discrimination or harassment. It is the policy of COIC to promptly and thoroughly investigate such reports. We prohibit retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports.

SEXUAL HARASSMENT

Sexual harassment constitutes discrimination and is illegal under federal and state laws. For the purposes of this policy, “sexual harassment” is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example: a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment, b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or c) such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile or offensive working environment.

Title VII of the Civil Rights Act of 1964 recognizes two types of sexual harassment: a) quid pro quo and b) hostile work environment. Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual’s body, sexual prowess or sexual deficiencies; leering, whistling or touching; insulting or obscene comments or gestures; display in the workplace of sexually suggestive objects or pictures; and other physical, verbal or visual conduct of a sexual nature.

Oregon Law provides further protection from sexual assault defined as unwanted conduct of a sexual nature that is inflicted upon a person or compelled through the use of physical force, manipulation, threat, or intimidation.

HARASSMENT

Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal, written or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, marital status, citizenship, genetic information, or any other characteristic protected by law, or that of his or her relatives, friends or associates, and that: a) has the purpose or effect of creating an intimidating, hostile or offensive work environment, b) has the purpose or effect of unreasonably interfering with an individual’s work performance, or c) otherwise adversely affects an individual’s employment opportunities.

Harassing conduct includes labels, insults or negative stereotyping; threatening, intimidating or hostile acts; demeaning jokes; and written or graphic material that belittles or shows hostility or dislike toward an individual or group that is placed on walls or elsewhere on the employer's premises or circulated in the workplace, on company time or using company equipment by e-mail, phone (including voice messages), text messages, social networking sites or other means.

REPORTING AN INCIDENT OF HARASSMENT, DISCRIMINATION OR RETALIATION

COIC encourages reporting of all perceived incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. Individuals who believe that they have been the victim of such conduct should discuss their concerns with the Equal Employment Opportunity (EEO) Manager or the Human Resource (HR) Manager. See the complaint procedure described below.

In addition, we encourage individuals who believe they are being subjected to such conduct to promptly advise the offender that their behavior is unwelcome and to request that it stop. Often this action alone will resolve the problem. We recognize, however, that an individual may prefer to pursue the matter through complaint procedures.

Following receipt of a complaint or concern management will follow-up every three months for one year to ensure no further concerns or retaliation are experienced. Employees should not wait for the management follow-up to share related experiences. If an employee would like to discontinue the follow-up process, a request must be submitted in writing to the Equal Employment Opportunity (EEO) Manager or the Human Resource (HR) Manager.

INTERNAL COMPLAINT PROCEDURE

Individuals who believe they have been the victims of conduct prohibited by this policy or believe they have witnessed such conduct should discuss their concerns with the Equal Employment Opportunity (EEO) Manager. If you are unable to reach the primary contact please reach out to the Human Resource (HR) Manager. We encourage employees to document the event(s), associated date(s), and potential witnesses.

COIC encourages the prompt reporting of complaints or concerns so that quick and helpful action can be taken before relationships become irreparably broken. Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment. However, complaints and concerns may be brought forward within four years of the alleged violation. We encourage employees to document the events, associated dates, and potential witnesses.

Any reported allegations of harassment, discrimination or retaliation will be investigated quickly. The investigation may include individual interviews with the parties involved and, where

necessary, with individuals who may have observed the event(s) or may have other relevant knowledge.

COIC will maintain confidentiality throughout the investigatory process to the extent possible with acceptable investigation and appropriate corrective action.

Misconduct constituting harassment, discrimination or retaliation will be dealt with appropriately. Responsive action may include, for example, training, referral to counseling or corrective action such as warning, reprimand, withholding of a promotion or pay increase, reassignment, temporary suspension without pay, or termination as COIC believes appropriate under the circumstances.

False and malicious complaints of harassment, discrimination or retaliation (as opposed to complaints that, even if erroneous, are made in good faith) may be the subject of appropriate disciplinary action.

EXTERNAL COMPLAINT PROCEDURES

We encourage employees to bring their concerns and complaints to the organization, and understand that, at times, this may not be the choice of the employee. Below is a list of the external complaint options. Please reach out to the preferred choice to determine the appropriate timelines for their processes.

- Oregon Bureau of Labor and Industries at the following web address: https://www.oregon.gov/boli/CRD/Pages/C_Crcompl.aspx
- Civil or Criminal Action. In these circumstances, a Notice of Claim must be provided to us in accordance with ORS 30.275.

EMPLOYMENT AGREEMENTS

No employee will be required or invited to sign an agreement requiring the non-disclosure of information related to discrimination or sexual assault as a condition of employment, continued employment, promotion, compensation or the receipt of benefits. An employee may request this type of agreement and, upon request, will be provided at least seven (7) days to change their mind.

CENTRAL OREGON INTERGOVERNMENTAL COUNCIL

POLICY RECEIPT ACKNOWLEDGMENT FORM

As an employee of Central Oregon Intergovernmental Council (COIC) I acknowledge the following:

I have been provided a copy of the Harassment, Discrimination and Retaliation Policy. I understand that the Policy contains important information. I have both read and understood the information in the Policy and have asked the Equal Employment Opportunity (EEO) Manager, or as an alternative the Human Resource (HR) Manager for the clarification of any information I did not understand.

I acknowledge the Policy is neither a contract of employment nor a guarantee of specific treatment in any situation; that the organization has the right to change, modify, add to, substitute, eliminate, interpret, and apply, in its sole judgment and in accordance with the law this policy. I understand this Policy supersedes all prior policies, and understandings related to the subjects it contains.

The COIC Board of Directors are the only persons authorized to make changes to the Policy and all such changes must be in writing to be valid. Any changes to the content will be communicated to employees via official notices.

I understand that, unless stated otherwise in an employment contract, my employment relationship with the organization is “at-will” and either the organization or I can end the relationship at any time, with or without reason or notice. The Executive Director or his/her designee is the only person who has the authority to enter into an employment contract, which must be in writing and signed by both parties to be valid.

I also acknowledge that before signing this form, I asked for and received clarification on any of the items discussed above that I did not understand.

Employee Signature

Date

Print Employee's Name

NOTICE TO EMPLOYEES

Pursuant to 2017 Oregon laws, Ch. 212, amending ORS 279A, and Oregon Legislature Senate Bill 479, your employer must provide written notice of the employer's policy preventing sexual harassment, sexual assault, and discrimination against employees who are members of a protected class. A sufficient number of copies of this Notice shall be posted where employees regularly work or are able to easily observe. A copy of this notice shall also be included in an employee handbook and any employee orientation materials.

Your Employer's Responsibility

1. Maintain a policy and practice that prevents sexual harassment, sexual assault, or discrimination against employees who are members of a protected class;
2. Provide written notice to employees of that policy and practice; and
3. Provide written notice to employees of any substantive changes to the policy and practice.

Where to find your employer's Policy and Practice

1. A written copy was provided to you upon commencement of your employment;
2. A written copy will be made available to you within 5 days of any request;
3. An electronic copy can be found here: <http://mycoic.org/>

Your responsibility as an Employee

You should read the policy in full and familiarize yourself with its provisions. You must comply with any relevant responsibilities placed on you, including reporting any misconduct and cooperating in any investigation or inquiry performed by your employer into reported misconduct. You should observe the provisions of your employer's policy and practice for your own protection and protection of your co-workers.

Inquiries

Contact your employer's Equal Employment Opportunity (EEO) Officer or Human Resources (HR) Office with any questions. If you feel you cannot contact your employer with questions, or feel you have done so without sufficient response, you may wish to contact your local city, county, or state government employee resource agency.

**Discrimination Harassment
and Retaliation / Intake Form**

Complaint: _____ Charged Party: _____

___ Check if EEO Manager completed this form during counseling session with complainant.

Please complete this form in its entirety. This will assist the COIC EEO office in better understanding and handling your complaint. You will be referred to as the complainant, throughout the process.

COMPLAINANT INFORMATION

Last, First Name: _____

Street Address: _____ City: _____ State: _____ Zip: _____ Home

#: _____ Work #: _____ Cell #: _____ Pager #: _____

Email Address: _____

Job Title: _____ Department: _____

Time in Dept.: _____ Years _____ Months Years of Employment: _____ Yrs _____ Mo.

Immediate Supervisor: _____ Phone #: _____

Department Manager: _____ Phone #: _____

Chairperson: _____ Phone #: _____

ALLEGED DISCRIMINATION

Check all the categories that apply to your complaint.

___ Age ___ Color ___ Disability ___ Gender/Sexual Harassment

___ National Origin ___ Race/Ethnicity ___ Religion ___ Retaliation

___ Veteran Status ___ Other

___ Check if additional pages are attached

1. Who is your complaint against?

2. Date(s) alleged discrimination occurred.

3. Explain the circumstances surrounding your complaint.

4. Do you have any direct evidence to support your complaint, i.e. memos, recorded conversations, performance evaluations, etc.? If so, please explain.

5. In your work environment, has there been a pattern or practice that has occurred similar to the complaint you are filing? If so, please explain.

6. Was there a reason given for the alleged action taken against you? Ex. Organizational restructuring, reduction in budget, etc. If so, please explain.

7. Have you discussed your concerns with management?

List person(s) who may have information related to your complaint:

Name	Job Title	Contact	Relationship to you

What resolution would you like to occur?

- Mediation Department Training Session
 Formal Grievance Management Meeting with the EEO Manager
 No Further Action
 Other

Your Signature certifies that the information collected on this form is true and accurate.

Signature: _____ Date: _____

EEO Appointment Date: _____ Time: _____ am _____ pm _____