

# STATE OF CONNECTICUT

DEPARTMENT OF VETERANS AFFAIRS  
287 WEST STREET  
ROCKY HILL, CT 06067



Subject: Affirmative Action Discrimination Complaint Procedure

Revised: January 31, 2019

## Section 1. PURPOSE FOR AFFIRMATIVE ACTION PROGRAM

- a. The ultimate purpose of the Affirmative Action Program is to ensure equality at the Department of Veterans Affairs, avoid discrimination, intentional or inadvertent, and develop a work force that is truly representative of all segments of our population. Affirmative Action is a program of positive action, undertaken with conviction and effort, designed to overcome the present effects of past policies, practices and barriers to equal employment opportunity. It identifies, in an affirmative action plan, the causes of imbalance and achieves, through the application of aggressive, good faith effort, the full and fair participation of all persons in the work place and in all agency undertakings.
- b. All employees shall be free from any and all restraint, interference, coercion, or reprisal on the part of their associates, supervisor, and all others in making any complaint or appeal, in serving as representatives or a complainant, in appearing as witnesses or in seeking information. The above principles apply with equal force even after a complaint has been adjudicated. Should these principles be violated, it should be brought to the attention of the Agency Human Resources Administrator by the aggrieved party, his/her representatives or any person affected.

## Section 2. WHO MAY FILE A COMPLAINT

- a. A complaint related to employment may be filed by any employee or applicant of the Department of Veterans Affairs who believes that an employment practice in the Department of Veterans Affairs has or will result in discrimination in employment against him/her due to their race, color, religious creed, age, sex, marital status, national origin, ancestry, physical disability, past or present mental disability, sexual orientation, mental retardation, learning disability, prior conviction of a crime, genetic information, gender identity or expression and veteran status, including pregnancy and sexual harassment, workplace hazards to reproductive systems, criminal record (in state employment and licensing).

### Section 3. PROCEDURE

- a. All complaints are to be filed with the Department of Veterans Affairs Human Resources Administrator, or in the absence of the Human Resources Administrator, with the Department Manager for investigation.
- b. All complaints shall be submitted in writing using the 'Affirmative Action Complaint Form', attached, and should be filed within thirty (30) calendar days of the alleged discriminatory act giving rise to the complaint.
- c. The Human Resources Administrator is charged to notify the accused party of the particulars of such complaint within five (5) working days from the time of its submission.

### Section 4. RESOLUTION

- a. Attempts will be made to resolve complaints of discriminatory actions and practices through a formal process. The Human Resources Administrator is designated to act in an effort to mediate or conciliate complaints.
- b. The Human Resources Administrator shall ensure prompt consideration of each complaint filed with his/her office. If, after the investigation of the complaint, the Human Resources Administrator concludes that no discriminatory act has occurred, (s) he may dismiss the charge. Any complainant dissatisfied by the dismissal or disposition of the complaint retains all other administrative and legal remedies as provided by Personnel Regulations, union contracts, or other laws and regulations.
- c. If, after investigation of the complaint, Human Resources Administrator believes that an act of discrimination may have occurred within ten (10) workdays after said determination is made, the Human Resources Administrator shall personally attempt to conciliate the matter.
- d. Confidential counseling is incorporated into the Department of Veterans Affairs Affirmation Action Discrimination Procedure.
- e. Hearings by the Commissioner's Office may be held in cases in which conciliation or mediation has failed where either so requests party. Such requests shall be submitted in writing, signed stating the basis for the request. A decision shall be rendered by the Commissioner's Office after a careful review of all the facts.
- f. If either party fails to comply with any obligation or requirement which forms part of any such decision, said decision may be enforced by a directive from the Commissioner's Office.

- g. Time frames shall not exceed ninety (90) days for filing, processing and resolution of all discrimination grievances.
- h. In accordance with Section 46a-68-46(b) of the Regulations for Affirmation Action by State Government, all records of grievances, herein addressed as complaints, and dispositions thereof shall be maintained and reviewed on a regular basis by the Human Resources Administrator to detect any patterns in the nature of the complaints. Records so retained shall be confidential except where disclosure is required by law.
- i. Employees are advised of legal options to file complaints with the following:  
Commission on Human Rights and Opportunities, (860-566-7710) within 180 days from the alleged discrimination; United States Equal Employment Opportunity Commission, (1-800-669-4000) within 300 days from the alleged discrimination; United States Department of Labor, Wage and Hour Division; and any other agencies, state, federal or local, which enforce laws concerning discrimination in employment. Contact information for these agencies and organizations is also provided at the time of the initial interview.

Issued:

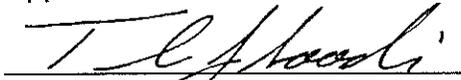


Noreen Sinclair  
DVA Human Resources Administrator

1/31/2019

Date

Approved:



Thomas J. Saadi  
Commissioner

January 31, 2019

Date