



STATE OF CONNECTICUT  
**GOVERNOR DANIEL P. MALLOY**

Office of the Governor

## **Discrimination Complaint Procedure**

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As required by section 46a-68-46 of the Affirmative Action Regulations, this complaint procedure addresses complaints alleging discrimination, including but not limited to harassment, based upon any legally protected class, including race, color, religious creed, age, sex, national origin, marital status, gender identity or expression, sexual orientation, learning disability, physical disability or blindness, present or past history of mental disability, intellectual disability, genetic information, and criminal record history. Retaliation complaints are also covered under the Office of the Governor's discrimination complaint procedure. Additionally, any member of the public alleging discrimination in the provision of services, activities, programs or benefits of the Department of Administrative Services related to a qualifying disability may use the Office of the Governor's Discrimination Complaint Procedure.

The Office of the Governor's Discrimination Complaint Procedure will be distributed annually to all employees and will be posted on both the agency's intranet and internet website. All employees shall also be notified of the right to file with state enforcement agency Connecticut Commission on Human Rights and Opportunities (CCHRO) and that such complaints shall be filed with the CCHRO within **180 days** of the alleged discriminatory treatment. Each new employee upon appointment shall receive and acknowledge a copy of the Office of the Governor's Discrimination Complaint Procedure.

**\*Any person requiring a copy of this procedure in an alternative format should contact Eleanor Michael, Equal Employment Opportunity Designee, Office of the Governor, 210 Capitol Avenue, Room 212, Hartford, CT 06106, telephone at (860) 524-7319, e-mail at [eleanor.michael@ct.gov](mailto:eleanor.michael@ct.gov).**

All employees are expected to cooperate fully with all administrative complaint investigations and any actions taken by the Office of the Governor as a result of such investigations.

## Counseling

The Office of the Governor is committed to providing a work environment in which all people are treated with respect and dignity. Accordingly, the Equal Employment Opportunity Designee (Eleanor Michael) and staff of the Equal Employment Opportunity Unit are available to counsel employees with questions or concerns about the Office of the Governor's anti-discrimination policies. Any individual requesting counseling will meet with the Equal Employment Opportunity Unit staff in a private area. Issues discussed during such counseling sessions will be kept as confidential as possible, consistent with Office of the Governor's legal obligations.

During such counseling sessions, the participants will be advised of their rights under state and federal anti-discrimination laws and the right to file directly with the CCHRO or other appropriate enforcement agencies to ensure that legal options for filing with these agencies are not foreclosed. Participants will be provided with applicable Office of the Governor policies and will be given a copy of the Discrimination Complaint Procedure.

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## Internal Complaint Process

All complaints alleging discrimination or retaliation should be filed as soon as possible after the alleged act of discrimination or retaliation, and, absent extenuating circumstances, no later than thirty (30) days from the date of the alleged act.

Complaints may be made verbally or in writing to the Equal Employment Opportunity Designee. Accommodations to the filing process will be made available for persons with disabilities upon request. The filing date of the complaint is the day the complaint is received.

Each complaint must contain the following:

- The full name and address of the complainant;
  - The full name and work address of the respondent;
  - A brief description of the alleged act(s) of discrimination and location(s)
  - The date(s) of the alleged act(s)
  - The complainant's protected class(es);
  - The complainant's signature and date.
- 1) The Equal Employment Opportunity Designee shall notify the respondent (person(s) against whom the complaint is filed) that a complaint has been filed.
  - 2) The Equal Employment Opportunity Designee shall notify the Governor, and when appropriate, the Director(s) of the business center where the parties work, of necessary details of the allegations.

- 3) The Equal Employment Opportunity Designee shall try to facilitate conciliation between the complainant and the respondent where there is an indication that both parties are willing to work together towards a resolution.
- 4) If no conciliatory agreement is possible, the Equal Employment Opportunity Designee shall continue with the investigatory process, keeping the Director of the business center fully informed of its progress.
- 5) The Equal Employment Opportunity Designee shall investigate all complaints and prepare a summary of the findings for administrative review. The investigative process shall not exceed ninety (90) days.
- 6) The Equal Employment Opportunity Designee will notify the complainant, respondent and the parties listed above of the final determination in writing.
- 7) All complainants retain the right to pursue a remedy through other administrative, collective bargaining, and/or legal channels or with appropriate enforcement agencies.
- 8) If the investigation of the complaint indicates a policy violation occurred, the findings will be reviewed with the Governor (or designee), who will determine appropriate disciplinary action.
- 9) The Equal Opportunity Designee will maintain all records of affirmative action complaints, investigations, outcomes, and their disposition. Records so retained shall be confidential, except where disclosure is required by law. These records are subject to examination by the Commission on Human Rights and Opportunities. The Office of the Governor will notify the Commission on Human Rights and Opportunities annually, through its Affirmative Action Plan, of all discrimination complaints and any remedial actions taken. The Equal Employment Opportunity Designee will review all records of complaints and their dispositions annually to discern any pattern(s) of discrimination.

### Legal Remedies

In addition, any person who believes he/she has been the subject of any act of unlawful discrimination may file a written complaint of discrimination with:

1. Connecticut Commission on Human Rights & Opportunities (CCHRO)  
Capitol Region Office, 999 Asylum Avenue, 2<sup>nd</sup> Floor  
Hartford, CT 06105  
(860) 566-7710  
(860) 566-7710 (TDD also)  
(860) 566-1997 (FAX)

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

2. Equal Employment Opportunity Commission (EEOC)  
John F. Kennedy Federal Building  
475 Government Center  
Boston, MA 02203  
(800) 669-4000 (Voice)  
(800) 669-6820 (TDD)

Complaints must be filed with the EEOC no later than three hundred (300) days after the alleged act of discrimination has occurred.

3. Department of Justice (DOJ)  
Office of the Americans with Disabilities Act  
Civil Rights Division  
P.O. Box 66118  
Washington, DC 20507  
(202) 514-0301 (Voice)  
(202) 514-0383 (TDD)
4. Any other state, federal or local agency, including the United States Department of Labor, Wage and Hour Division, that enforces laws concerning discrimination in employment.

#### Protection from Retaliation

The Office of the Governor strictly forbids retaliation against employees reporting discriminatory acts or participating in internal or external investigations. Agents of the Office of the Governor shall not retaliate against, coerce, intimidate, threaten, harass, or interfere with any individual exercising or enjoying his or her rights under Federal or State law or because an individual aided or encouraged any other individual in the exercise of rights granted or protected by State or Federal law. The Office of the Governor will take any appropriate administrative actions necessary to prevent and/or correct any retaliatory measures. All employees are strongly urged to report all instances of retaliation to Eleanor Michael, Equal Employment Opportunity Designee, Office of the Governor, 210 Capitol Avenue, Room 212, Hartford, CT 06106, telephone at (860) 524-7319, e-mail at [eleanor.michael@ct.gov](mailto:eleanor.michael@ct.gov).