

# STATE OF CONNECTICUT

## DEPARTMENT OF PUBLIC HEALTH

Manisha Juthani, MD  
Commissioner



Ned Lamont  
Governor  
Susan Bysiewicz  
Lt. Governor

### **DISCRIMINATION COMPLAINT PROCESS FOR EMPLOYEES**

In accordance with Section 46a-68-89 of the Regulations of Connecticut State Agencies, the Department of Public Health is an equal opportunity employer/provider that ensures equal access to employment and services for all individuals, both employees and members of the public, without regard to race, color, religious creed, age, sex, including sexual harassment, marital status, national origin, ancestry, intellectual disability, present or past history of a mental disability, learning disability, physical disability (including blindness) as defined by the Americans with Disabilities Act (ADA), sexual orientation, gender identity or expression, genetic information, prior conviction of a crime, pregnancy or workplace hazards to reproductive systems, domestic violence, or status as a veteran, unless there is a bona fide occupational qualification excluding persons in one of these protected classes or previous opposition.

If you require aid or accommodation to participate fully and fairly in this procedure or require a copy of this procedure in an alternative format, please contact the Equal Employment Opportunity Manager/ADA Compliance Coordinator (contact information below).

Pursuant to subsections (4) (A) and (B) of Section §46a-68 (a) of the Connecticut General Statutes, the designated Equal Employment Opportunity Officer is responsible for mitigating any discriminatory conduct within the Department, investigating all complaints of discrimination made against the Department and reporting all findings to the Commissioner.

This discrimination complaint procedure is for employees and those seeking employment or services with the Department who may wish to bring a claim of discrimination on the basis of race, color, national origin, age, or sex and is consistent with Chapters 67 & 68 of the Connecticut General Statutes, the Americans with Disabilities Act, and Section 504 of the Rehabilitation Act, and provides for expeditious resolution to assure that legal options for filing complaints with enforcement agencies are not foreclosed.

Consistent with Section 46a-68-89 of the Affirmative Action Regulations, this complaint procedure includes:

- (1) Periodic training in counseling and complaint investigations for Department counselors;
- (2) Confidential counseling and procedures for resolution at the Department level by the agency Equal Employment Opportunity Officer;
- (3) A guarantee of non-retaliation for the exercise of rights granted pursuant through this section;

- (4) Advisement of legal rights to file complaints with the Connecticut Commission on Human Rights and Opportunities; United States Equal Employment Opportunity Commission; United States Department of Labor, Wage and Hour Division; the Department of Justice and any other compliance agencies, state, federal or local, that enforce laws concerning discrimination in employment; and
- (5) Time frames not exceeding ninety (90) days for filing, processing, and resolution of discrimination complaints.

### **Complaint Procedure:**

Any person applying for employment or currently employed with the Department of Public Health who feels that he or she has been subjected to discrimination or harassment has the right to file a complaint with the DPH Affirmative Action Office.

1. Complaints of alleged discrimination may be made to the Affirmative Action Office/Equal Employment Opportunity Officer in any of the following ways: in writing, by e-mail, by telephone or in person. Complaints should be made as soon as possible and should be filed within thirty (30) calendar days of the occurrence or last occurrence of the alleged discrimination. The Department may be willing to waive the thirty (30) calendar day requirement if the complainant shows good cause and/or under severe circumstances.
2. The complaining party may be interviewed regarding the alleged act(s) of discrimination, given an explanation of investigation process and given a list of alternative avenues available through state and federal agencies. During the investigation process, employees, contractors, subcontractors, subgrantees, those named in the complaint, and witnesses to the alleged discrimination may also be interviewed, and physical or written evidence may be reviewed.
3. The Equal Employment Opportunity Officer will send a "Notice of Alleged Discrimination" to the Commissioner summarizing the issues of the complaint. The Equal Employment Opportunity Officer will contact anyone named in the complaint.
4. During the investigation, the Equal Employment Opportunity Officer may endeavor to mitigate or resolve any complaint at the lowest level possible including informally meeting to reach a satisfactory resolution. If the complaint is not resolved, the Equal Employment Opportunity Officer will continue the investigatory process.
5. A fair and equitable resolution will be sought in all cases. When a satisfactory resolution cannot be reached, the employee or applicant will again be advised of other avenues of redress. All records of complaints and dispositions shall be maintained and reviewed on a regular basis by the Affirmative Action Office to detect any patterns in the nature of these complaints.

**Protection of Rights Provision**

1. No person should willfully interfere with, restrain, intimidate, threaten, coerce or otherwise impair the processing of any complaints taken under this procedure, or in any way restrict or impair the employment rights of the employee, prospective employee or any witness participating in complaints taken under this procedure. Department staff made aware of such violations will immediately inform the Equal Employment Opportunity staff for investigation and appropriate disciplinary action including, but not necessarily limited to, the following: written reprimand, suspension or dismissal.
2. The confidentiality of all investigations and counseling will be protected by the issuance of this procedure. Confidentiality is essential to the successful implementation of this procedure. In responding to a discrimination or harassment complaints, disclosure of information relating to the complaint and the identity of the grievant will be on a “need to know” basis, Confidentiality will be stressed at all times.
3. The Equal Employment Opportunity staff will inform the affected individual(s) of his/her rights. The filing of a complaint will in no way affect the treatment of any individual in any future considerations of employment.
4. This procedure shall not be construed as having the effect of barring any person from due process of law. If any person feels that he/she has been treated in a discriminatory manner, a complaint may be filed directly with the Connecticut Commission on Human Rights and Opportunities, the United States Equal Employment Opportunity Commission or any other state, federal, or local agency that enforces laws concerning discrimination in employment, some of which are listed below.
5. Any employee or witness may informally bring forth a claim of alleged discrimination or harassment without following the above prescribed internal discrimination complaint procedure. Nevertheless, the Equal Employment Opportunity staff may have an independent obligation to investigate any claim of alleged discrimination or harassment brought to their attention and to pursue a course of appropriate action.
6. Any claims of intimidation or retaliation related to the complaint process will be handled promptly and fairly pursuant to the above procedure and in the same manner as other claims of discrimination.

**Counseling or Filing Discrimination Complaint:**

1. Any individual requesting counseling or wishing to discuss a complaint will work with the Equal Employment Opportunity Manager/Officer, Amanda Anduaga- Roberson in a private area. Issues discussed during such sessions will be kept confidential, consistent with DPH’s legal obligations.

2. Any individual may file a discrimination or harassment complaint with Department of Public Health, Affirmative Action Office  
Amanda Anduaga-Roberson, Equal Employment Opportunity Manager/Officer and ADA Compliance Coordinator  
410 Capitol Avenue, 3FL Hartford, CT  
Phone: 860.509.7220, VP: (860) 899-1611 or  
by electronic mail: [amanda.anduaga-roberson@ct.gov](mailto:amanda.anduaga-roberson@ct.gov)

If you require aid or accommodation to participate fully and fairly in this procedure or require a copy of this procedure in an alternative format, please contact the Equal Employment Opportunity Manager/ADA Compliance Coordinator (contact information above).

**DISCRIMINATION COMPLAINT AGENCIES**

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 Department of Public Health's Internal Discrimination Complaint Procedure.

**1. The Connecticut Commission on Human Rights & Opportunities**

**Capitol Regional Office**  
450 Columbus Blvd, Suite 2  
Hartford, CT 06103-1835  
Tel: 860) 566-7710  
TDD (860) 566-7710

**Southwest Region Office**  
350 Fairfield Avenue, 6th Floor  
Bridgeport, CT 06604  
Tel: (203) 579-6246  
TDD: (203) 579-6246

**West Central Region Office** Rowland **Eastern Region Office** 100 Broadway  
Government Center 55 West Main Street, Suite 210 Norwich, CT 06360  
Waterbury, CT 06702-2004 Tel: (860) 886-5703  
Tel: (203) 805-6530 TDD: (860) 886-5707  
TDD: (203) 805-6579

**CHRO Central Office**  
450 Columbus Blvd, Suite 2  
Hartford, CT 06103-1835  
Tel: (860) 541-3400  
TDD: (860) 541-3459

Complaints should be filed with the Commission on Human Rights and Opportunities within 300 days from the date of the alleged act of discrimination in the areas of employment, credit transactions, or public accommodations involving state agencies. Many CHRO discrimination complaints are also jurisdictional under federal law, which has a 300-day filing period. The CHRO can take a complaint under federal law and send it to the U.S. Equal Employment Opportunity Commission.

**2. The Equal Employment Opportunities Commission**

John F. Kennedy Federal Office Building  
475 Government Center  
Boston, MA 02203

Tel: (800) 669-4000

Complaints should be filed with the Equal Employment Opportunities Commission no later than three hundred (300) days after the alleged act of employment discrimination occurred.

3. Office of External Civil Rights Compliance, The Environmental Protection Agency  
1200 Pennsylvania Avenue, N.W.  
Washington, DC 20460  
Tel: (202) 564-4700  
Email: [Title VI Complaints@epa.gov](mailto:Title_VI_Complaints@epa.gov)
4. Department of Health and Human Services Hubert H. Humphrey Building  
200 Independence Avenue, S.W.  
Washington, D.C. 20201  
Tel: (877) 696-6775
5. Connecticut Commission on Women, Children and Seniors 18-20 Trinity Street  
Hartford, CT 06106  
Tel: (860) 240-1475
6. Regulation of Wages Division, Connecticut Labor Department 200 Folly Brook Boulevard  
Wethersfield, CT 06109  
Tel: (860) 566-3450
7. Wage and Hour and Public Contracts Division United States Labor Department  
135 High Street  
Hartford, CT 06103  
Tel: (860) 240-4277