



STATE OF CONNECTICUT

ADJUTANT GENERAL'S OFFICE

MILITARY DEPARTMENT

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THE ADJUTANT GENERAL

CONNECTICUT MILITARY DEPARTMENT (CTMD) DISCRIMINATION COMPLAINT PROCESS (DCP)

SUMMARY

As required by section 46a-68-89 of the Affirmative Action Regulations, the Connecticut Military Department (CTMD) processes discrimination complaints in accordance with a published complaint process. Through this Discrimination Complaint Process (DCP), CTMD addresses complaints alleging discrimination, including but not limited to harassment, based upon any legally protected class, including: race; color; religious creed; age; sex; pregnancy; sexual orientation; gender identity or expression; marital status; national origin; ancestry; intellectual disability; genetic information; learning disability; physical disability (including, but not limited to, blindness); mental disability (past/present history thereof); military or veteran status; or criminal record in state employment. Retaliation complaints are also covered under the CTMD DCP.

Any employee or member of the public alleging discrimination in the provision of CTMD services, activities, programs or benefits related to a qualifying disability may use the CTMD DCP. All employees are expected to cooperate fully with all administrative complaint investigations and any actions taken by CTMD as a result of such investigations.

On an annual basis, CTMD distributes the DCP to all employees. CTMD also posts the DCP on both the agency's 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 300 days of the alleged discriminatory treatment. Each new employee upon appointment shall receive and acknowledge a copy of the CTMD DCP.

Any person requiring a copy of the DCP in an alternative format should contact **Ms. Maria Morales, the CTMD Designated Equal Employment Opportunity Officer, via phone at (860) 524-4946 or email at maria.morales@ct.gov**. Interested persons may also write or visit Ms. Morales at the **Hartford Armory, Room #219, 360 Broad Street, Hartford, Connecticut 06105**.

COUNSELING

CTMD is committed to providing a work environment in which all people are treated with respect and dignity. To ensure compliance and understanding, Ms. Morales, the CTMD Designated EEOO, is available to counsel employees with questions or concerns about CTMD's anti-discrimination policies. Any individual requesting counseling will meet with Ms. Morales in a confidential setting. Issues discussed during such counseling sessions will be kept as confidential as possible, consistent with CTMD's legal obligations.

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During such counseling sessions, Ms. Morales or other subject-matter experts assigned the duty to counsel employees will advise participants 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 CTMD policies and will be given a copy of the CTMD DCP.

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 Ms. Morales, CTMD's Designated EEOO or to the CTMD Human Resources Office (HRO). CTMD's HRO will promptly forward any complaint alleging discrimination or retaliation to the CTMD Designated EEOO for investigation. 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 delivered or presented to CTMD's Designated EEOO or the HRO.

Each complaint must contain the following:

- 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 EEOO shall notify the respondent (person(s) against whom the complaint is filed) that a complaint has been filed.

2) The EEOO shall notify the Commissioner, and when appropriate, the Director of the division where the parties work, of necessary details of the allegations.

3) The EEOO or a designated EEO specialist 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 EEOO shall continue with the investigatory process, keeping the Commissioner and/or Director fully informed of its progress.

- 5) The EEOO shall investigate all complaints and prepare a summary of the findings for administrative review. The discrimination complaint process includes time frames not exceeding ninety (90) days for filing, processing and resolution of such matters.
- 6) The EEOO 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 Commissioner (or designee), who will determine appropriate disciplinary action.
- 9) The EEOO shall 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 CCHRO. CTMD will notify the CCHRO annually, through its Affirmative Action Plan, of all discrimination complaints and any remedial actions taken. The EEOO 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 the following entities.

1. Connecticut Commission on Human Rights & Opportunities (CCHRO)

CCHRO Capitol Region Office, 450 Columbus Blvd, Suite 2
Hartford, CT 06103
(860) 566-7710
(860) 566-7710 (TDD also)
(860) 566-1997 (FAX)

CCHRO West Central Region Office
Rowland State Government Center
55 West Main Street, Suite 210
Waterbury, CT 06702-2004
PHONE: (203) 805-6530
FAX: (203) 805-6559
TDD: (203) 805-6579

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CCHRO Southwest Region Office
350 Fairfield Avenue, 6th Floor
Bridgeport, CT 06604
PHONE: (203) 579-6246
FAX: (203) 579-6950
TDD: (203) 579-6246

CCHRO Eastern Region Office
100 Broadway
Norwich, CT 06360
PHONE: (860) 886-5703
FAX: (860) 886-2550
TDD: (860) 886-5707

*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)

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 (contingent upon having first filed a complaint with CHRO within its 180 day filing period).

3. Department of Justice (DOJ)

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)

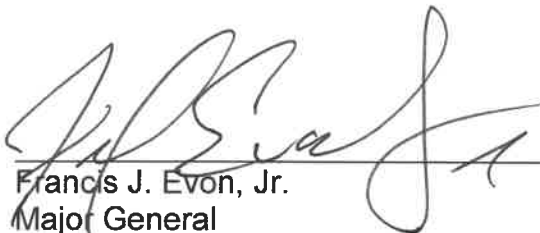
4. Miscellaneous

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

CTMD strictly forbids retaliation against employees reporting discriminatory acts or participating in internal or external investigations. Employees and agents of CTMD 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. They also shall not retaliate against an individual aided or encouraged any other individual in the exercise of rights granted or protected by State or Federal law. CTMD 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 Ms. Maria Morales, CTMD Designated Equal Employment Opportunity Officer, via phone at (860) 524-4946 or email at maria.morales@ct.gov. Employees may also write or visit Ms. Morales at the Hartford Armory, Room #219, 360 Broad Street, Hartford, Connecticut 06105.


Francis J. Evon, Jr.
Major General
The Adjutant General

19 DEC 2019
Date

Copy Furnished:
All Employees (annually)
CTMD Website – Affirmative Action Policies