

STEPS DESCRIBING HOW TO FILE AN EQUAL EMPLOYMENT OPPORTUNITY (EEO) COMPLAINT

Any employee, former employee, or applicant for employment with the Utah State University Extension who believes they have been discriminated against based on race, color, religion, sex, national origin, age (if over 40), disability, reprisal (for prior opposition to or participation in an EEO activity), political belief, sexual orientation, marital status, family status, parental status, or genetic information^[1], has the right to file an EEO complaint under Title VII of the Civil Rights Act of 1964, as amended. To file an EEO complaint, you must follow the steps identified below.

STEP	ACTION
1	<p>FILE AN INFORMAL COMPLAINT <u>within 45 days of the date of the alleged discriminatory act</u>, by contacting the civil rights office at USU AA/EO responsible for the alleged discriminatory act. Once contacted, the agency will assign an EEO counselor to:</p> <ul style="list-style-type: none"> • address your claim(s) and inform you of your rights and responsibilities; • give you an opportunity to participate in the EEO counseling process or the Alternative Dispute Resolution process, but not both; • if EEO counseling is selected, facilitate the informal resolution of the claim(s) raised in the complaint through fact-finding; • issue a Notice of Rights to File (NRF) a formal EEO complaint if the matter is not resolved; and • prepare an informal counseling report, if a Formal EEO complaint is filed.
2	<p>DECIDE to either participate in the EEO counseling process or the Alternative Dispute Resolution Process, but not both.</p>
3	<p>PARTICIPATE in either chosen process <u>for a minimum of 30 days, maximum of 90 days</u> in an effort to reach resolution of your informal EEO complaint.</p>
4	<p>RECEIVE a NRF from your EEO counselor, if resolution attempts were unsuccessful</p>
5	<p>FILE A FORMAL EEO COMPLAINT <u>within 15 days of the date you receive the NRF</u>, if resolution is not achieved at the conclusion of either process. To file a formal complaint, you must:</p> <ul style="list-style-type: none"> • ensure that your formal EEO complaint includes: <ul style="list-style-type: none"> ▶ your (and your representative's, if applicable) name, address, and telephone number; ▶ the name of the organization your complaint is against; ▶ the basis(es) on which discrimination is alleged [i.e., race, color, religion, sex, national origin, age (if over 40), disability, reprisal (for prior opposition to or participation in an EEO activity), political belief, sexual orientation, marital status, family status, parental status, or genetic information] ▶ the issue(s), detailed with specific description, including the dates, which is alleged to be discriminatory [i.e., denied training on January 1, 2002] ▶ the name and telephone number of your EEO Counselor

^[1] https://www.eeoc.gov/eeoc/crpd/crpd.html

- sign and date your complaint (or, if applicable, have your representative sign and date it); and,
- send your complaint (form) to the Chief, Employment Complaints Division, Office of Civil Rights, U.S. Department of Agriculture, 1400 Independence Avenue, S.W., Stop Code 9440, Washington, DC 20250

^{2[1]} Claims of discrimination on the bases of: political belief, sexual orientation, marital status, family status, parental status, or genetic information are not covered by Federal anti-discrimination statutes. Consequently, individuals who file EEO discrimination complaints on these bases have no appeal rights after a final agency decision **and** no rights to a hearing before the Equal Employment Opportunity Commission.

Steps Describing How To File An Equal Employment Opportunity (EEO) Complaint. USDA's Office of Civil Rights, 2002, <<http://www.usda.gov/da/cr/Employment%20How%20to%20File%20a%20Complaint.htm>> (20 May 2003).
