



EQUAL EMPLOYMENT OPPORTUNITY COMPLAINT FORM

Section I:

Name:

Address:

Telephone (home/cell):	Telephone (work):
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Email:

Do you require an accessible format?	Large Print		Audio Tape	
	TTY/TDD		Other	

Section II:

I believe that I have been (or someone else has been) discriminated against on the basis of:

<input type="checkbox"/> Race / Color / National Origin <input type="checkbox"/> Sex <input type="checkbox"/> Physical or Mental Disability <input type="checkbox"/> Other (please describe):	<input type="checkbox"/> Religion <input type="checkbox"/> Age <input type="checkbox"/> Genetic Information
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Date of Alleged Discrimination (month, day, year): _____

Section III:

Explain as clearly as possible what happened and why you believe you were discriminated against. Describe all persons who were involved. Include the name and contact information of the person(s) who discriminated against you (if known) as well as names and contact information of any witnesses. If more space is needed, please use the back of this form.

Section IV		
Have you filed this complaint with any other federal, state, or local agency or court?	Yes	No
If yes, check all that apply:		
<input type="checkbox"/> Federal Agency:	<input type="checkbox"/> Federal Court:	
<input type="checkbox"/> State Agency:	<input type="checkbox"/> State Court:	
<input type="checkbox"/> Local Agency:	<input type="checkbox"/> Local Court:	
Please provide contact information for the person you spoke to at the above agency:		
Name:	Title:	
Agency:		
Address:		
Telephone:		

You may attach any written materials or other information that you think is relevant to your complaint.

Please sign and date this form before returning to the Director of Human Resources:

Signature

Date

If you need assistance completing this form, contact the Director of Human Resources. In lieu of submitting this form, you may request a meeting with the Director of Human Resources to discuss your complaint.

COLTS is committed to ensuring protection from employment discrimination on the basis of race, color, religion, national origin, sex (including gender identity and sexual orientation), age, genetic information, disability, veteran status, or any other characteristic protected by federal or state law.

Please submit this form in person at the address below, or mail to:

COLTS
Attn: Human Resources Department
800 N. South Road
Scranton, PA 18504



Equal Employment Opportunity (EEO) Complaint Process

Any person who believes that he or she, individually or as a member of a specific class of persons, has been subjected to employment discrimination on the basis of race, color, religion, national origin, sex (including gender identity and sexual orientation), age, genetic information, disability, veteran status, or any other characteristic protected by federal or state law, may file a written complaint with COLTS.

Filing a Complaint of Discrimination

1. Complaints must be filed with COLTS' Director of Human Resources within 365 days of the date of the alleged discrimination. (Complaint forms can be obtained from the Human Resources Department.)
2. Complaint forms are available to all employees, although written complaints are not required. If an employee is not able or declines to provide their comment in written format, the Director of Human Resources will take the complaint in-person, by telephone, or any other manner that accommodates the complainant.
3. The Director of Human Resources will provide the complainant, or his or her representative, with a written acknowledgement that the complaint has been received within 10 working days from receipt of written complaint.
4. The Director of Human Resources will attempt to facilitate an early resolution involving the complainant, the respondent, and supervisor(s) as necessary. If the alleged behavior is particularly egregious, an early resolution may not be appropriate.
5. The Director of Human Resources will determine if the complaint alleges behavior that meets the definition of equal employment opportunity discrimination. A complaint may not meet the definition of equal employment opportunity discrimination if:
 - a. The complaint appears on its face to be frivolous or trivial or does not allege behavior that rises to the level of equal employment opportunity discrimination.
 - b. The complaint alleges behavior that does not fall under the jurisdiction of any of the laws enforced the Equal Employment Opportunity Commission (EEOC).
6. If the Director of Human Resources decides not to investigate the complaint, a Letter of Determination will be provided to the Complainant stating the reason for the decision.
7. If the Director of Human Resources decides to investigate the complaint, the complainant will be notified and the EEO Officer will prepare an investigative plan, which may include interviewing witnesses and reviewing evidence.

Investigating the Complaint

1. Additional interviews may be conducted with the complainant and/or supervisors and witnesses as necessary.
2. After the investigation has been completed, a Report of Findings will be recorded in writing by the Director of Human Resource and referred to the Executive Director.
3. A Final Agency Decision will be made by the Executive Director, who will take appropriate disciplinary action as required. To maintain required confidentiality, the complainant shall not be advised of specific disciplinary action taken in response to the complaint.
4. The Director of Human Resources will send a Closing Letter to the complainant within 90 days of receipt of written complaint.
 - a. The EEO Officer will send the complainant a Closing Letter stating whether the complaint was substantiated or unsubstantiated.
5. If the complainant is dissatisfied with the Report of Findings or the action taken by HR, he or she, or his or her representative, may file a complaint with the EEOC.
6. Complaints may also be filed separately or concurrently with the EEOC or the DFHE; however, MST encourages all complainants to attempt an early resolution through COLTS' internal process.

Records

Open or pending investigative files which include, but are not limited to, intake documents, notes, or reports; evidentiary documents, data, or information; and correspondence or notifications shall be retained in strict confidence by the Human Resources Department.

All investigative files are stored for access for review by the Director of Human Resources, the Executive Director, or COLTS' solicitors.

The Director of Human Resources will retain the closed investigative files for a term of "current year plus 4 years" to ensure that records are available for each Triennial Review Cycle. All documentation will then be destroyed in accordance with COLTS' Records and Retention Schedule.

COLTS
Human Resources Department
800 N. South Road
Scranton, PA 18504
Phone: 570-346-2061

Equal Employment Opportunity

Complaint Filing Options

COLTS' Equal Employment Opportunity complaint process does not preclude a complainant from filing a complaint with the Equal Employment Opportunity Commission, although COLTS encourages anyone who feels he or she has been discriminated against to attempt to resolve the issue with COLTS directly.

To file a complaint with the EEOC online, by phone, in person, or by mail:

www.eeoc.gov

Bureau of Equal Opportunity

100 Lackawanna Ave
Scranton, PA 18503

Phone: 1-800-669-4000

Fax: 1-408-291-4539

Complaints filed with the EEOC must be submitted within 180 calendar days of the alleged discriminatory act (up to 300 days under certain circumstances).

