



Complaint Procedure Acknowledgement Form

The Office of Equal Employment Opportunity Programs must inform a Complainant of their right to file a complaint **of employment discrimination** with the State of Maryland's, Maryland Commission on Human Relations (MCHR), and/or the United States Federal agency, the Equal Employment Opportunity Commission (EEOC). The State and Federal commissions enforce employment **discrimination** laws.

Please contact either commission in regards to timely filing:

Maryland Commission on Human Relations

6 Saint Paul Street
Baltimore, Maryland 21202
410-767-8600

Equal Employment Opportunity Commission

10 South Howard Street, 3rd floor
Baltimore, Maryland 21201
1-800-669-4000

The State commission, **MCHR**, accepts employment discrimination complaints based on **age, ancestry, color, creed, gender identity and expression, genetic information, marital status, mental or physical disability, national origin, race, religious affiliation, belief, or opinion, sex, sexual orientation, and retaliation.**

The Federal commission, **EEOC**, accepts employment complaints based on **race/color, age, sex, including pregnancy and sexual harassment, religion, national origin, disability, equal compensation, genetic information, and retaliation.**

The State Personnel and Pensions Act, Title 5: Employee Rights and Protections, provides for the investigation and submission of a recommendation(s) to the head of the principal unit. Title 5 states that this is to be accomplished within thirty (30) days of filing. Complaints alleging sexual harassment are to be investigated within fifteen (15) days of filing. The Office of Equal Employment Opportunity Programs may request additional time from a Complainant to investigate and to submit conclusions and recommendations about a complaint.

Under the State's Fair Employment Practices Policy, you have a right to appeal a "No Probable Cause" decision to the Employee Relations Division of the Department of Budget and Management, within ten (10) working days of receipt of the Office of Equal Employment Opportunity Programs written findings. Appeals may be filed, in writing, to the:

**Department of Budget and Management
Office of the Statewide Equal Employment Opportunity
Coordinator Room 608
301 West Preston Street
Baltimore, Maryland 21201**

Please print and sign your name, and date this document. You may fax the document to the Office of Equal Employment Opportunity Program (301-860-5800), scan and email to adennis@bowiestate.edu, or mail to Alanna W. Dennis, Esq., Robinson Hall, 14000 Jericho Park Road, Bowie, MD 20715. The Equity Compliance Officer will also sign and date this document, and forward a copy for your records.

Equity Compliance Officer
or designee

Date

Complainant's Printed Name

Complainant's Signature

Date