



DUTCHESS COUNTY DISCRIMINATION AND HARASSMENT

Frequently Asked Questions

1. What do I do if I'm not sure its discrimination?

Err on the side of caution. Complete the complaint form and submit it.

2. Resources for questions: Who do I call if I have questions?

If you have questions about the policy and/or procedure, you can talk to your supervisor.

If you have questions about complaints, concerns or investigations, you may contact the EEO Officer. Contact with the EEO Officer is confidential.

If you do not want to talk to your supervisor, you always have the option of contacting the EEO Officer directly.

3. How do I access the complaint form?

The policy, procedure and complaint form is on the intranet under policies.

4. How can I get a complaint form if I do not have access to the intranet?

Complaint forms can be requested from your supervisor or from the EEO Officer.

5. What if my supervisor or department head is the one that I'm complaining about?

If your supervisor is the subject of your complaint, you can file a complaint with your department head or to the EEO Officer.

6. What are the procedures involved in filing a complaint?

To file a formal complaint, a complaint form must be completed. The form can be submitted to your department head or the EEO Officer via e-mail, inter-office mail, regular mail or dropped off at Human Resources reception. Please mark the envelope confidential if being sent by mail.

7. How long does it take for the investigation of a complaint?

An investigation is generally completed within 60 days of the date the formal complaint is made, depending on the nature of complaint.

8. What happens if there is a positive finding of harassment/discrimination?

Both the complainant and respondent will receive letters indicating whether or not the complaint has been substantiated. The department head will receive a report with recommendations and will determine the appropriate action.

9. If I file a complaint, how and when will the alleged offender find out about it?

A letter is sent to the other party to notify him/her/them that a complaint has been filed, who filed it, the alleged type of discrimination or harassment and that an investigation has begun. If the other party is a supervisor, the letter also includes a reminder that retaliation is illegal.

10. Can I walk in to file a complaint, or do I have to submit a form?

You can walk in to file a complaint, but it must be documented on the complaint form for a formal investigation to begin.

11. What information do I need to file a complaint?

Information needed to file a complaint includes the name of the other party, a description of the situation, and the type of discrimination alleged. It is helpful to have names of others who may have witnessed the incident(s), who, if anyone, you told about the situation, how you have been affected including any negative job actions. As much information as you can provide is helpful. Confidentiality will be maintained to the extent possible.

12. Is there a time limit for filing a complaint?

A complaint can be filed up to a year after the last act of alleged discrimination.

13. How can I find out where my case is in the process?

You can contact the EEO Officer to discuss the status of your case.