



Discrimination Complaint Form

Please **CLEARLY PRINT** the following information:

Last Name: _____

First: _____ MI: _____

Home Address: _____

City: _____ State: _____ Zip Code: _____

Home Telephone: (____) _____ Cell Phone: (____) _____

Title: _____ Department/Location: _____

Office Telephone: (____) _____

Supervisor/Manager's Name: _____

Supervisor/Manager's Contact Number: _____

Name of individual(s) you believe discriminated against you (Respondent):

Address (work): _____

City: _____ **State:** _____ **Zip Code:** _____

What is the basis of the alleged discrimination? (Circle only those that apply to your complaint).

Age	Sex (gender)	Mental or Physical Disability
Color	Retaliation	Genetic Information
Sexual Orientation	Ancestry	Religion
Marital Status	Creed	National Origin
Race	Gender Identity and Expression	

What issues are associated with your complaint?

Recruitment	Failure to Hire	Performance Evaluation
Demotion	Discharge	Sexual Harassment
Transfer	Promotion	Working Conditions

Other _____

What corrective action do you believe would address your complaint?

Have you filed a previous complaint of alleged discrimination? Yes _____ No _____

If so, please describe the incident and when it occurred.

Who did you file this complaint with?

BSU ECO Officer _____ MCCR _____ EEOC _____ U.S. Dept. of Education, Office on Civil Rights _____

Please notify the BSU Equity Compliance Officer of any changes of address and/or telephone number during the period of this investigation.

AFFIRMATION

I affirm that I have read the above charge(s) and that it is true to the best of my knowledge, information and belief.

Signature

Date

Please forward to:

Alanna W. Dennis, Esq.
Equity Compliance Officer
Charlotte Robinson Hall
14000 Jericho Park Road
Bowie, MD 20715
301-860-3442 (p)
301-860-5800 (f)
adennis@bowiestate.edu

FOR USE BY THE BSU OFFICE OF EEO PROGRAMS

CASE NO. _____ BASIS: _____

DATE FILED: _____ RESOLUTION: _____

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Updated 05/28/2015

NOTICE OF YOUR RIGHT TO FILE A COMPLAINT WITH AN EXTERNAL CIVIL RIGHTS ENFORCEMENT AGENCY

Any employee or applicant for employment, who believes that he or she has experienced discrimination, has a right to file a formal complaint with State or Federal agencies listed below. *A person does not give up this right when he or she files a complaint with the BSU Equity Compliance Officer.* The following State and Federal agencies enforce laws related to discrimination:

- **Maryland Commission on Human Relations (MCHR)**
6 St. Paul Street, 9th Floor
Baltimore, Maryland 21201
Phone: 410-767-8600

- **United States Equal Employment Opportunity Commission (EEOC)**
10 South Howard Street, 3rd Floor
Baltimore, Maryland 21201
Phone: 410-962-3932

- **United States Department of Education, Office of Civil Rights**
The Wanamaker Building
100 Penn Square East, Suite 515
Philadelphia, PA 19107-3323
Phone: 215-656-8541

STATUTORY TIME PERIODS FOR THE TIMELY FILING OF CHARGES OF DISCRIMINATION (MEASURE FROM THE OCCURRENCE OF DISCRIMINATORY ACTION):

1. **State Fair Practices/EEO Offices-** within 30 days after first knowledge or reasonably knowing (SPPA§5-211 (b))
2. **Maryland Commission on Human Relations-** Six (6) months (State Government Article Title 20, Annotated Code of Maryland)
3. **United States Equal Employment Opportunity Commission-** 180 calendar days from the day the discrimination took place; 300 calendar days if a state or local agency enforces a law that prohibits employment discrimination on the same basis. See the EEOC's website for age discrimination filing guidelines (search *Timeliness* in the EEOC's search engine)
4. **United States Department of Education, Office of Civil Rights-** 180 calendar days after the discrimination occurred

Confidentiality- Information obtained as part of an investigation conducted under this SPPA§5-214 is confidential within the meaning of Title 10, Subtitle 6 of the State Government Article.

AFFIRMATION

I affirm that I have read the above notice concerning my rights to file a complaint with a local, state, and federal civil rights enforcement agency at any time before or after I file an internal complaint with the BSU Equity Compliance Officer and am aware of my filing deadlines for those agencies.

Complainant's Signature

Date

Equity Compliance Officer or designee

Date