



STATE OF CONNECTICUT
Office of Policy and Management

Criminal Justice Policy and Planning Division
(OPM/CJPPD)

Effective Date: Tuesday, April 30, 2013

Policy for Responding to Discrimination Complaints from Employees of OPM/CJPPD's
Subrecipients under the U.S. Department of Justice Grant Programs

[DRAFT]

[Document: currently being reviewed by Office of Policy and Management, Office of Legal Affairs]

I. Purpose

The purpose of this policy is to establish procedures for employees of the State Administering Agency (SAA), e.g., the Office of Policy and Management, Criminal Justice Policy and Planning Division (OPM/CJPPD), to follow when they receive a complaint alleging employment discrimination from an employee of a CJPPD sub-recipient implementing funding from the U.S. Department of Justice (DOJ).

II. Policy

All employees and applicants of OPM/CJPPD sub-recipients shall be treated equally regardless of race, color, national origin, sex, religion, and disability. Sub-recipients are required to comply with all applicable federal laws regarding employment discrimination as a condition of implementing funding from DOJ.

III. Complaint Procedures

Employment discrimination complaints for OPM/CJPPD sub-recipients may be filed using the OPM/CJPPD website and other OPM/CJPPD grants management line portals currently servicing OPM/CJPPD sub-recipients. The standard heading "**Civil Rights Compliance Obligations**" will be used in all cases to assist the complainants in their navigation to the proper place. In addition, a standard form, available for download will be posted to those online sites that will assist complainants in filing complaints.

Employment discrimination complaints will be referred to either of the following state or federal agencies:

Connecticut Commission on Human Rights and Opportunities

25 Sigourney Street
Hartford, Connecticut 06106

Phone: 860-541-3400

Website: <http://www.ct.gov/chro/site/default.asp>

United States Equal Employment Opportunity Commission

Boston Area Office

Location: John F. Kennedy Federal Building

475 Government Center

Boston, MA 02203

Phone: 1-800-669-4000

Fax: 617-565-3196

Website: <http://www.eeoc.gov/field/boston/index.cfm>

IV. Notice

Upon receipt of a complaint, the OPM/CJPPD Civil Rights Complaint Coordinator will notify in writing the Department of Justice Office for Civil Rights (OCR) that a complaint has been filed.

A general condition requires that sub-recipients have procedures in place for responding to discrimination complaints that employees or applicants file directly with the sub-recipient also stating that the sub-recipients are required to forward the complaint to the Equal Employment Opportunity Commission or the Connecticut Commission on Human Rights and Opportunities. OPM/CJPPD must also be notified of the referral. Program monitors will include addressing this in their compliance checklist for site visits.

IV. Training

OPM/CJPPD staff will be trained on complaint procedures, including their responsibility to refer discrimination complaints from employees or applicants of sub-recipients to the OPM/CJPPD Complaint Coordinator.

Policy and procedures will be posted on the OPM/CJPPD website and other OPM/CJPPD grants management line portals currently servicing OPM/CJPPD sub-recipients. In addition, copies will be distributed to all employees.