



YOU HAVE A RIGHT TO FILE A COMPLAINT OF DISCRIMINATION!

If you are a National Guard employee or applicant for a civilian National Guard position and feel that you have been discriminated against on the basis of age, disability, equal pay/compensation, genetic information, harassment, national origin pregnancy, race, color, religion, retaliation, sex, sexual harassment, you must act within *45 Calendar days*, following the steps provided in this poster.

YOUR EQUAL EMPLOYMENT OPPORTUNITY COUNSELOR

NAME ___ KSNNG EO Office _____
 LOCATION ___ Topeka, Ks _____
 TELEPHONE ___ 785-646-0028; 785-646-0027;
 785-646-0028 or 785-646-0025 _____

<p style="text-align: center;">1st STEP Contact Your EEO Counselor</p> <p>You must report the allegations to an EEO Counsel or State Equal Employment Manager (SEEM) within 45 days of the incident. Informal attempts at resolution will be handled through either the traditional EEO Counseling process or through an Alternative Dispute Resolution (ADR) process.</p>	<p style="text-align: center;">2nd STEP Informal Stage</p> <p>During the Informal Stage, the traditional EEO counseling process allows 30 days for resolution of allegations or, if you choose the ADR process, it allows 90 days for resolution. (Section of the ADR process eliminates the use of the traditional EEO counseling process). If not resolved during the Informal Stage you can go to Step 3.</p>	<p style="text-align: center;">3rd STEP File a Formal Complaint</p> <p>At the end of the informal stage you have 15 days to decide whether you wish to file formal. Your EEO Counselor will assist you with preparing Complaint Forms to file with the SEEM.</p> <p>Upon receipt of your complaint, the SEEM will review your formal complaint for acceptance or dismissal. If accepted, your complaint will move to Step 4.</p>	<p style="text-align: center;">4th Step Your Complaint will be Investigated</p> <p>The Kansas National Guard will assign an investigator to conduct an investigation to your concerns. You will received a report of the investigation within 180 days of filing your formal complaint.</p>
<p style="text-align: center;">5th STEP Request Immediate Decision or Hearing</p> <p>You will be provided a copy of the Report of Investigation. You must then decide whether to ask for an immediate decision or a hearing by an EEOC Administrative Judge (AJ).</p>	<p style="text-align: center;">6th STEP Hearing and Final Action</p> <p>If an Administrative Judge hears your case you will be issued a decision within 180 days. The Kansas National Guard (Agency) will take final action by issuing a final order within 40 days of receipt of the AJ's decision.</p>	<p style="text-align: center;">7th STEP Appeal to EEOC</p> <p>You may appeal the Agency's dismissal, decision, or final action within 30 days of receipt directly to the EEOC at the address shown below.</p> <p>Equal Employment Opportunity Commission Office of Federal Operations P.O. Box 77960 Washington, D.C. 20013</p>	<p style="text-align: center;">8th STEP File a Civil Action</p> <p>You may file a Civil Action in the appropriate United States District Court within 90 days:</p> <p>(1) Of receipt of the final action if no appeal is filed (2) Or receipt of EEO's final decision on appeal</p> <p style="text-align: center;">OR</p> <p>(3) EEOC if there has been no final decision by the Commission.</p>