

STATE EMPLOYEE

EQUAL EMPLOYMENT OPPORTUNITY COMPLAINT PROCESS DISCRIMINATION COMPLAINT SYSTEM	
FILED AGAINST	Against Individual or Agency
APPLIES TO	All State Employees State employees may file with the Missouri Commission on Human Rights (MCHR) at any time, but are encouraged to use this grievance process first.
DIRECTIVES & REGULATIONS	Constitution of Missouri Article I, Section II - Promotion of General Welfare - Natural Rights of Persons - Equality Under the Law - Purpose of Government State Employees Grievance System Procedures
LAWS	Missouri Revised Statutes - Chapter 213 Human Rights 213.055 Unlawful Employment Practice 213.070 Additional Unlawful Discriminatory Practices (Retaliation) 213.075 Complaints to Commission, How filed, When
Alternate Dispute Resolution (ADR) Must Be Offered & May Be Implemented At Any Time	
BASIS	Race, Color, Religion, Gender (Includes Sexual Harassment), National Origin, Age, Handicap, Retaliation (based on EEO activity).
TIME LIMITS	Within 5 calendar days of the event causing the problem (or knowledge of it) Alleged Harassment / Discrimination
STEP 1	Oral Discussion (1) Oral discussion w/ first level supervisor to resolve problem. (2) Supervisor has 5 days to respond in writing. (copy to NGMO-SRP) If not satisfied, or cannot be resolved go to Step 2.
STEP 2 FILE FORMAL COMPLAINT	File a Formal Complaint (1) Submit written complaint to next line supervisor w/in 5 days: <ul style="list-style-type: none"> • Must include supervisor's response • Additional information believed to be relevant • Must contain specific information date, time, location and relief sought (2) Each supervisory level must consider and respond w/in 5 days <ul style="list-style-type: none"> • Responses will be in writing • If employee is not satisfied, go to Step 3 • Advance grievance w/in 5 days of Step 1 response
STEP 3	Employee forwards to State Personnel Office NGMO-SRP sends to State Employee Personnel Board (SEPB) SEPB reviews and considers resolution, and will respond to the employee and supervisor in writing. If not satisfied, employee must accept or file at Step 4.
STEP 4	The employee may request a review by the Adjutant General for a decision. (1) TAG responds w/in 10 days from receipt of all documents, to complainant in writing with decision. (2) Employee files at step 5 within 5 days of receipt of Step 4 response.
STEP 5	Missouri Commission on Human Rights (MCHR) (May file complaint at any time within 180 days of the event with MCHR).
Additional Notes	•State employees may file with the Missouri Commission on Human Rights (MCHR) at any time, but are encouraged to use this grievance process first. •Any complaint which is filed with the federal EEOC or other federal agencies or with the local commission which has been certified, shall be deemed filed with the commission (MCHR) on the same date as filed w/ federal agency. Forwarded to MCHR within 7 days.
POINT of CONTACT	State Equal Employment Manager 573-638-9845