

STATE DISCRIMINATION COMPLAINT PROCESS
STATEMENT OF RIGHTS

With regard to complaints of discrimination, all employees are assured of the following rights in accordance with Title VII of the Civil Rights Act of 1964, as amended, Title 2, California Government Code Section 12950:

1. The right to representation by a person of the complainant's own choosing at each step of the process.
2. The right to an informal, confidential presentation of the complaint to a qualified EEO Counselor, using a reasonable amount of time.
3. The right to a confidential complaint until:
 - Such time as the complainant gives permission to release information in order to bring the complaint to the appropriate authority for remedy; or
 - Such time as a formal complaint is filed; or
 - Such time as appropriate action must be taken to resolve the situation.
In some cases, (e.g., sexual harassment), the complainant should be aware that complete confidentiality cannot be assured because of the legal obligation to take immediate and corrective action.
4. The right to a full, impartial, and prompt investigation by a trained EEO Investigator, if a formal complaint is filed.
5. The right to a notification of the findings.
6. The right to a timely decision from the appointing power or authority designated by the appointing power after full consideration of all relevant facts and circumstances.
7. The right to file concurrent complaints with the Equal Employment Opportunity Commission, and the Department of Fair Employment and Housing, or other appropriate State and Federal compliance agencies; or to file a civil action in the appropriate court.
8. The right to appeal the appointing power's decision to the SPB, Appeals Division.
9. The right to freedom from influence to refrain from filing a complaint, and freedom from reprisal for opposing discrimination and filing a complaint. Complaints of reprisal may be filed directly with the SPB.

A complainant is obligated to provide accurate and factual information during all phases of the complaint process.

I have read and understand these rights.

COMPLAINANT'S SIGNATURE

DATE
