

EEO Counseling Procedures

Rights and Responsibilities for Individuals

In accordance with the District of Columbia Human Rights Act of 1977, as amended, and the District of Columbia Municipal Regulations, Title 4, you are herein advised of your rights and responsibilities as you process with EEO Counseling and, if you chose, to file a formal complaint of discrimination. At a minimum, and in summary, those rights include the following:

- a. The right to allege discrimination in employment because of race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, disability, political affiliation, genetic information, gender identity or expression, in connection with any aspect of District government employment.
- b. The right to consult with an EEO Counselor within one-hundred eighty (180) days of the occurrence of alleged unlawful discrimination practice; within one hundred-eighty (180) calendar days of his/her discovery of the occurrence.
- c. A complaint of sexual harassment may be filed directly with the DC Office of Human Rights.
- d. The right to representation throughout the complaint process, including the counseling stage. It is the Complainant's duty to immediately inform the EEO Counselor or the DC Office of Human Rights if the Complainant, at any time, retains counsel or a representative. Note: The EEO Counselor is not an advocate for either the Complainant or the agency, but acts strictly as a neutral party in the EEO Process.
- e. The EEO Counselor shall, insofar as is practicable, conduct the final interview with the Complainant no later than thirty (30) calendar days after the date of which the matter was called to his/her attention by the Complainant.
- f. The requirement that in the event that the Complainant wishes to file a formal complaint at the conclusion of counseling, s/he will do so within 15 calendar days of receipt of the Counselor's notice of right to file a formal complaint.
- g. Complaints filed after the fifteen (15) calendar day period specified above shall be deemed untimely and dismissed by the Director of the DC Office of Human Rights
- h. In any event, and regardless of whether or not the EEO Counselor completes his/her review and action with the time limits, a Complainant shall be free to file a complaint with the DC Office of Human Rights at the expiration of the thirty (30) day period as set forth above.
- i. If the EEO Counselor does not conduct the final interview, and does not provide an exit letter, the Complainant may file a formal complaint with the DC Office of Human Rights within sixty (60) calendar days after the date on which the matter was called to the attention of the EEO Counselor.
- j. The duty to keep the EEO Counselor and the DC Office of Human Rights informed of his/her current mailing address and telephone number(s).
- k. That only those claims raised at the counseling stage or claims that are like or related to those were raised may be the subject of a formal complaint. If new allegations are raised the Complainant must pursue to the counseling process with those allegations

- l. The EEO Counselor shall be free from restraint, interference, coercion, discrimination, or reprisal and shall be given the assistance and cooperation of the agency in connection with the performance of his/her duties.
- m. At any stage in the proceeding, the Complainant shall be free from restraint, interference, coercion, discrimination, or reprisal.

EEO Counseling Procedures

Certification of Receipt of Rights and Responsibilities

1. I certify that I have been advised of the rights and responsibilities available to me under the rules governing "Complaints of Discrimination in the District of Columbia," in accordance with the District of Columbia Human Rights Act of 1977, as amended, and the District of Columbia Municipal Regulations, Title 4.
2. If I later choose to have representation (attorney or non-attorney), I will inform the EEO Counselor immediately and provide the name and contact information (telephone number, mailing address, and email address, if available) of that person.
3. I understand that if my representative is an attorney, all official correspondence, documents, and decision(s) will be served to my attorney, and not to me.
4. If my representative is not an attorney, all official correspondence will be served to me, with a copy to my representative.
5. I understand that I must inform the EEO Counselor of a change of address immediately, and that my failure to do so may be a basis for dismissal.

Signature: _____

Date: _____

Printed Name: _____