

EEO Complaint Process

- The process for filing and resolving EEO complaints is set out in statute in Title 5-2 of the State Personnel and Pensions Article (SPP).
- The employee or applicant files a written complaint with the head of the principal unit or designee (EEO Officer) within 30 days after first knowing of or reasonably knowing of the alleged violation.

EEO Complaint Process (cont'd)

- Within 30 days, the EEO Officer is required to investigate the complaint and recommend a proposed decision to the head of the principal unit.
- The head of the principal unit then issues a written decision to the complainant and may grant any appropriate relief.

Appeals Process

- Within 10 days after receiving a decision, the complainant may appeal the decision in writing to the Secretary of Budget and Management or designee (Statewide EEO Coordinator)
- Within 30 days, the complainant's appeal and decision are reviewed and investigated, if further investigation is needed, and a written decision is issued to the complainant and respondent.

Appeals Process (cont'd)

- If it is determined that no violation exists, the case is dismissed.
- If it is determined that a violation occurred, appropriate remedial action will be recommended.
- The decision of the Secretary or the Secretary's designee constitutes a final decision.

Election of Procedures

- The employee may elect to file an EEO complaint under Subtitle 5-2 of SPP; or
- File a grievance in accordance with the State Grievance Procedures in Title 12 of SPP.
- In addition to filing an EEO complaint under SPP, employees may elect to file with the Maryland Commission on Civil Rights, Equal Employment Opportunity Commission or in court.