

Pursuant to Executive Order 187, effective December 1, 2018, all complaints of protected class employment discrimination will be investigated by the Office of Employee Relations (OER) Anti-Discrimination Investigations Division.

If you have any questions about what constitutes protected class employment discrimination, please refer to the Equal Employment Opportunity Rights and Responsibilities Handbook for New York State Employees (*Handbook*) located at https://oer.ny.gov/system/files/documents/2022/10/equal-employment-opportunity-rights-and-responsibilities-handbook_4.22_0.pdf a link is also available on the PERB website at <https://perb.ny.gov/>. A hard copy of The Handbook is available at all PERB locations. The Handbook is the State's anti-discrimination policy.

Filing an Internal Complaint

A link to the complaint form that you may use is located on the PERB website at <https://perb.ny.gov/>. A copy of this complaint form is located on the OER website at <https://antidiscrimination.oer.ny.gov/>. A hard copy of the complaint form is also available at all PERB locations. You may submit this form electronically to OER or print it out and mail directly to OER at the address on the form.

You may also file a complaint with your supervisor, manager, agency Executive Staff, Counsel's Office or the Executive Director. Each of these individuals is required to send your complaint to OER so that it will be investigated. If you file a complaint with any of these individuals and you do not hear from an OER investigator within **one week**, please contact OER at (518) 474-1920 to ensure that OER received your complaint.

Filing an External Complaint

Employees are not required to pursue the internal complaint procedure before filing a complaint with the Equal Employment Opportunity Commission, the New York State Division of Human Rights or with a court, based on federal or state or local law.

The following agencies can provide information to employees and receive and investigate complaints of protected class employment discrimination.

- New York State Division of Human Rights
Website: www.dhr.ny.gov
Telephone: (888) 392-3644
TTY number: (718) 741-8300

- United States Equal Employment Opportunity Commission
Website: www.eeoc.gov
Telephone: (800) 669-4000
TTY number: (800) 669-6820
ASL Video Phone: (844) 234-5122