

**OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES
EQUAL OPPORTUNITY DIVISION INTERNAL DISCRIMINATION COMPLAINT PROCESS**

ALLEGATION OF DISCRIMINATION, HARASSMENT or RETALIATION
Filed 30 days from the alleged act. The complaint must involve employment discrimination. Must be a state of Ohio employee or applicant

Complaint filed with the **EOD**, the EOD will review and determine jurisdiction to accept or reject. EOD will forward to the complaint and supporting documentation for investigation (where appropriate)

Complaint filed with the **AGENCY**, the agency will Review and determine jurisdiction to accept or reject and forward complaint and supporting documentation to the EOD and investigate (where appropriate)

INVESTIGATION
Agency EEO representative will investigate allegations within 60 days from the acceptance date and issue the investigative report findings to the DAS/ EOD and to the complainant/representatives.

PROBABLE CAUSE FINDING
Investigative report revealed that discrimination probably did occur; agency should identify the corrective action to be taken in the investigative report

NO PROBABLE CAUSE FINDING
Investigative report revealed that employment discrimination did not occur. If complainant does not **appeal** the decision, the complaint is **CLOSED**

If **CORRECTIVE ACTION** is required and has not been taken within the given timeframes the complainant may **appeal** to the state EEO Coordinator EOD to possibly reopen the case.

REQUEST FOR HEARING,
Complainant has 15 days in which to request an appeal of the investigative finding to the DAS/EOD. Request is made outside of the 15 day timeframes case is **CLOSED**

DAS/EOD DISCRIMINATION COMPLAINT HEARING
The DAS/EOD Hearing Officer shall conduct the Hearing to bring out the relevant facts and documents and apply the rules of evidence applicable to civil proceedings liberally- The complainant and agency representative will be given an opportunity to examine and cross examine witnesses who testify- All documents submitted shall be made part of the record and distributed to all parties of the complaint

PROBABLE CAUSE FINDING
Hearing Officer found that agency probably did discriminate. Will make recommendations for corrective action.

NO PROBABLE CAUSE FINDING
Hearing Officer found that agency probably did not discriminate. Complainant has 15 days in which to appeal the Hearing Officer's finding . If requested outside of the 15-day time frame, complaint is **CLOSED**

FINAL ORDER
State EEO Coordinator will issue an enforceable **probable cause** or **no probable cause** finding. Findings are submitted to all appropriate parties. This represents the final step in the state of Ohio's discrimination complaint process.

END OF CYCLE