



INTEROFFICE MEMORANDUM

Date: August, 2019

TO: All College Employees

FROM: G. Duncan Harris, Chief Executive Officer 

SUBJECT: Affirmative Action Grievance Procedure

The Connecticut Board of Regents Affirmative Action Grievance Procedure is a component of the College's commitment to ensure that employment decisions are free from unlawful discrimination. The procedure affords an informal means to raise concerns and for the College to make adjustments where appropriate. Employees wishing to utilize the grievance procedure will not be subject to retaliation.

The Affirmative Action Officer of the College will investigate all grievances. After consultation with me, she may attempt to mediate the dispute. The purpose of this mediation is to effect informal resolution of the complaint. If it is not possible to reach an amicable understanding through this grievance process, the employee retains the right to pursue other options.

Complaints may also be filed with the Connecticut Commissions of Human Rights (CHRO) and Opportunities; the United States Equal Employment Opportunity Commission (EEOC); the United States Department of Labor, Wage and Hour Division; any other agencies, state, federal, or local, that enforces laws concerning discrimination in employment. The Connecticut Commission on -Human Rights and Opportunities can provide assistance in filing and determining legal options which may be available. In general, complaints filed with CHRO must be filed within 180 days of the alleged discrimination. All discrimination charges filed with EEOC must be filed within 300 days of the alleged violation.

Questions regarding this grievance procedure should be directed to the College's Affirmative Action Officer:

Josephine Agnello-Veley
Affirmative Action Officer/HR Director
950 Main Street
Hartford, CT 06103
Telephone: (860) 906-5002