

**STATE OF MAINE**  
**EQUAL EMPLOYMENT OPPORTUNITY COMPLAINT POLICY**

**I. Purpose**

The State of Maine is committed to promoting equal employment opportunities through education and dissemination of information as well as employee accountability. These procedures are adopted to provide a prompt and equitable resolution of complaints alleging discrimination, harassment, or other equal employment opportunity (“EEO”) issues.

**II. Civil Service Bulletin 13.3A**

This EEO Complaint Procedure supersedes Civil Service Bulletin 13.3A, State Discrimination Complaint Procedure, dated November 4, 1991.

**III. Applicability**

Various State of Maine policies require that complaints be responded to consistent with this Policy; however, this Policy may be utilized for other complaints at the discretion of the Department’s EEO Coordinator or the State EEO Coordinator.

**IV. Internal Complaint Procedure for Employees**

Complaints of discrimination, harassment, unprofessional behavior, and other EEO related issues may be reported by any employee, regardless of whether that employee is the recipient of the conduct, a witness, or otherwise becomes aware of conduct prohibited by a State of Maine Policy.

Each Department has an EEO Coordinator within their [human resources unit](#) who is responsible for handling complaints and providing direction and support to employees and managers regarding these issues. Michael Dunn, Esq., the State EEO Coordinator in the Bureau of Human Resources is also available as a resource to any state employee or supervisor. He may be reached at (207) 287-4651 or (TTY) 711 or [Michael.Dunn@maine.gov](mailto:Michael.Dunn@maine.gov).

Internal complaints may be filed by contacting any of the following individuals:

1. Immediate supervisor or any supervisor/manager in the organizational structure;
2. Departmental EEO Coordinator, Human Resources Director or any human resources professional assigned to your agency; or

### 3. The State EEO Coordinator.

An employee should report concerns under this Policy as soon as possible but may file a report at any time. If the immediate supervisor is the person alleged to have engaged in the conduct being complained of, then the employee may notify another management person over the supervisor.

Once a complaint is received, the Department's EEO Coordinator shall be promptly notified of the complaint, if they were not the original recipient of the complaint. The Department's EEO Coordinator shall be responsible for directing next steps, including the commencement of an investigation, if appropriate.

Although every attempt will be made to resolve complaints at the lowest possible level, if an investigation is warranted, it will be conducted promptly and with as much confidentiality as possible, respecting the rights of all parties involved. All employees are expected to cooperate in any departmental investigation.

## V. **Internal Complaint Procedure for Job Applicants**

If the alleged discrimination occurred at the departmental level (*i.e.* interview process), an applicant should file a written complaint with the Department's EEO Coordinator. The Applicant should review the [Human Resource Contacts](#) to determine the appropriate contact person.

If the alleged discrimination occurred in the centralized recruitment, testing, certification process within the Bureau of Human Resources, an applicant should file a written complaint with the State EEO Coordinator.

## VI. **External Complaint Procedure**

In addition to initiating the internal complaint procedures detailed this Policy, employees covered by collective bargaining agreements may file a grievance through the applicable grievance procedure.

A discrimination complaint alleging illegal harassment or discrimination on the basis of a protected class or protected activity may also be submitted to the Maine Human Rights Commission at any time within 300 days of the alleged incident(s). They can be contacted at 207-624-6290. Information on legal recourse and the complaint process is available on the [Commission](#)'s website.

**VII. Variable Procedures**

It is not required that any of the above procedures be utilized first or in any sequence nor is it required that any procedure be exhausted before the other is used.

**VIII. Effective Date**

The effective date of this policy is August 14, 2023