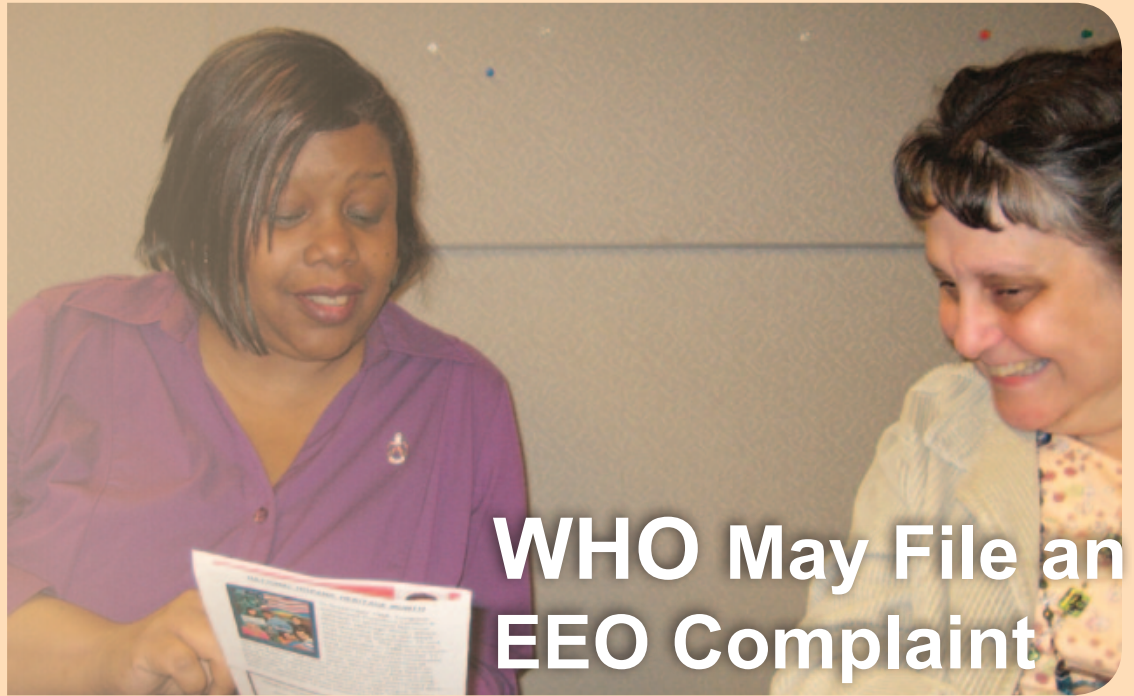




United States
Department of
Education

Equal Employment Opportunity Notice of Procedures for Filing EEO Complaints

If you are a federal employee or job applicant, the law protects you from discrimination because of your race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability or genetic information. The law also protects you from retaliation if you oppose employment discrimination, file a complaint of discrimination, or participate in the Equal Employment Opportunity (EEO) complaint process (even if the complaint is not yours).*



WHO May File an EEO Complaint



TIME Limit for Raising Allegations of Discrimination

If you believe you have been subjected to unlawful discrimination, you have **45 calendar days** from the date of the incident that gave rise to your complaint to contact the Office of Management, Informal Dispute Resolution (IDR) Center. If the alleged discrimination involves a personnel action (for example a demotion, removal or termination), you must contact the IDR Center within **45 calendar days** of the effective date of the personnel action.

The first step is to contact the IDR Center to discuss the alleged discriminatory matter with a counselor within the applicable time limits discussed above. You may wish to pursue informal resolution through the Alternative Dispute Resolution (ADR) process. The counselor will discuss this option with you. If your complaint has not been resolved at the informal stage, you will be issued a final interview notice indicating your right to file a formal complaint. If you decide to file a formal complaint, you must submit it to the Office of Management, EEO Services (EEOS) within **15 calendar days** from the date of receipt of the final interview notice.



HOW to File an EEO Complaint

CONTACT INFORMATION

IDR Center Director: *Frank Furey*

Phone: 202-619-9700

Fax: 202-619-9726

TTY: 202-619-9731

490 E. L'Enfant Plaza S.W.,

Suite 2100A

Washington, DC 20024

E-mail: idr_center@ed.gov

EEOS Director: *Selina Lee*

Phone: 202-401-3560

Fax: 202-205-5760

TTY: 202-453-7267

Lyndon Baines Johnson Building

400 Maryland Ave. S.W.,

Rm. 2W228

Washington, DC 20202

E-mail: om_eeos@ed.gov

*Generally, charges based on the EEO protected basis may best be described as follows: unfair treatment; sexual or non-sexual harassment by managers and coworkers; denial of reasonable accommodation; and/or retaliation because of prior EEO activities. In addition, there are federal laws, regulations and executive orders (which are not enforced by the Equal Employment Opportunity Commission) that prohibit discrimination on other bases, such as sexual orientation, gender identities, marital status, parental status, or political affiliation. For further information, please contact the EEOS office.

This poster is prominently posted on the agency's official bulletin boards and is also publicized on the agency's Web site.

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