

EEO Complaint Process-Greater Hartford Transit District Internal

Internal

An applicant, or employee may file a written complaint by contacting the Executive Director, Vicki L. Shotland. A complaint received by the Executive Director is immediately shared, in writing, with the Greater Hartford Transit District's Board of Directors. All complaints will be handled as described in the Affirmative Action Policy contained in Exhibit A. In addition, at anytime, the complaint may be forwarded to:

Mr. John H. Hayward, EEO Assistant Office of Contract Compliance Connecticut Department of Transportation 2800 Berlin Turnpike, P.O. Box 317546 Newington, CT 06131-7546

External

When an EEO Complaint is filed externally with a federal or state enforcement agency, the data is tracked in an excel spreadsheet. A case summary and current case status is maintained and regularly updated. Hard copy files are also maintained for all pending and closed EEO Complaints. Contact information for EEO Complaint Officer:

Vicki L. Shotland, Executive Director Greater Hartford Transit District One Union Place Hartford, CT 06103 vshotland@hartfordtransit.org 860.247.5329 x 3002 and/or

Mr. John H. Hayward, EEO Assistant Office of Contract Compliance Connecticut Department of Transportation 2800 Berlin Turnpike, P.O. Box 317546 Newington, CT 06131-7546