

**State of Vermont
Department of Public Service**

Policy Title:	Equal Employment Opportunity	Number:	
Topic:	Prohibition Against Discrimination	Effective Date:	10/11/2023
Applicable To:	Department-wide	Pages:	4
Prepared by:	Carol Flint	Revision Date:	N/A

Policy Objective and Purpose

The purpose of this policy is to state the Vermont Department of Public Service (“the Department”) prohibition against discrimination based on race, creed, religion, color, national origin (including limited English proficiency), ancestry, place of birth, marital status, sex, sexual orientation, gender identity, breastfeeding, age, disability, or political beliefs in the administration of our programs, services, and activities. This policy also establishes the complaint/grievance process to follow in the event of a claim of discrimination other than those lodged by employees.

How to File a Complaint

You may file a complaint with either of the Department of Public Service Equal Employment Opportunity Officers, TJ Poor or Carol Flint.

You may submit your complaint in writing or verbally. TJ Poor and Carol Flint are appointed to coordinate compliance and to ensure the Department meets the responsibilities required under the law. TJ Poor and Carol Flint may be reached by email at tj.poor@vermont.gov and carol.flint@vermont.gov or by telephone at 802-828-2811 or by mail at 112 State St., Montpelier, VT 05620.

You do not need to file a complaint with your supervisor, or an Equal Employment Opportunity Officer listed above if you do not feel safe doing so; you may use the other options listed below. To voice a concern about something you saw or heard or to file a complaint, you may also contact any manager or supervisor at the Department of Public Service.

Department of Human Resources

To file a complaint or learn about official policies you may contact your Human Resources Representative by visiting this site:

<http://humanresources.vermont.gov/about-us/contact/hr-field-representative-locator>

The State of Vermont's Equal Employment Opportunity Policy may be found here: [Number 3.3 DISCRIMINATION.pdf \(vermont.gov\)](#)

Vermont State Employees Association (VSEA)

To file a complaint:

155 State Street, Montpelier, VT 05601
802-223-5247

Vermont Human Rights Commission

To learn about laws and regulations, or how to file a complaint if you are non-union, a manager, or a confidential employee:

14-16 Baldwin Street, Montpelier, VT 05633-6301
802-828-2480 (Voice); 877-294-9200 (TTY)
Human. rights@vermont.gov

State of Vermont Employee and Family Assistance Program (Invest EAP)

To receive counseling or other services and support.

1-888-834-2830
www.investeap.org
Organization Password: vteap

State of Vermont Equal Employment Opportunity Complaint Procedures

All State employees and applicants are encouraged to report any incidents of unlawful discrimination they experience, witness, or of which they are aware.

The State's internal complaint process outlined in Personnel Policy 3.3 allows employees to report incidents of discrimination free from threats of reprisal and protects the rights of all parties involved.

Any employee or applicant who believes they have been the subject of unlawful discrimination, or who witnesses discriminatory acts, shall report the alleged act(s) as soon as possible to an immediate supervisor, any agency management staff, or any member of the Department of Human Resources.

The Department of Human Resources and appointing authority shall ensure a timely and complete review of the complaint when any instance of discrimination comes to their attention.

The State's internal complaint process does not preclude any individual who is aggrieved from seeking other legal remedies. To explore other remedies, individuals may also contact the following:

Vermont Attorney General's Office

Vermont Public Protection Division

Civil Rights Unit

109 State Street

Montpelier, VT 05609-1 001

(802) 828-3657

<http://ago.vermont.gov/about-the-attorney-generals-office/divisions/civil-rights/>

Vermont Human Rights Commission

14-16 Baldwin Street

Montpelier, Vermont 05633-630 1

(802) 828-2480

http://hrc.vermont.gov/How*to*File+a+Complaint

Equal Employment Opportunity Commission

Boston Area Office

John F. Kennedy Federal Building

15 New Sudbury Street, Room 475

Boston, MA 02203

(800) 669-4000

<http://www.eeoc.gov/field/boston/charge.cfm>

Civil Rights Laws and Regulations

Below is a list of the major civil rights laws and associated regulations. These laws and regulations each prohibit specific types of discrimination. If you need help obtaining a copy of these laws, please contact the Equal Employment Opportunity Officers listed above.

There may be additional nondiscrimination protections beyond this list:

- Title II of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et Seq., 28 C.F.R. Part 35)
- Section 504 of the Rehabilitation Act of 1973, as amended (29U.S.C. 794, 45 C.F.R. Part 84)
- Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d et Seq., 45 C.F.R. Part 80)
- Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681 et seq., 45 C.F.R. Part 86)
- Age Discrimination Act of 1975 (42 U.S.C. 6101 et Seq., 42 C.F.R. Part 91)
- Public Accommodations (9 V.S.C. 4501 et. seq.)
- 7 C.F.R. Part 15

In accordance with Federal law, TJ Poor and Carol Flint are appointed to coordinate compliance and to ensure the Department meets responsibilities required under the law. TJ Poor and Carol Flint may be reached at the Department of Public Service, 112 State St., Montpelier, VT 05620-2601 or by calling 802-828-2811 or by email at tj.poor@vermont.gov and carol.flint@vermont.gov .

Revision History

This policy supersedes any Department policies and practices in existence prior to its effective date. All earlier revisions of this document are superseded by this revision.

Date	Revision #	Modification

Authorizing Authority:

June E. Tierney
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June E. Tierney, Commissioner

10/11/2023
Date