



Department of Human Resources

Monroe County, New York

Adam J. Bello
County Executive

Andrea M. Guzzetta
Director

NOTICE PROHIBITING DISCRIMINATION & COMPLAINT PROCEDURE

Notice to our Employees, Customers, Clients and Contractors

Consistent with Federal and NY State laws Monroe County Government prohibits discrimination in employment, program activities, procurement and contracting against any person due to such person's race, color, religion, sex, national origin, age, disability, sexual orientation, marital status, creed, veteran status, military status, gender identity, criminal history, genetic predisposition or carrier status. Status as a victim of domestic violence, or retaliation.

Equal Employment Opportunity (EEO) Unit Complaint Procedure

This complaint procedure may be used to file a complaint alleging discrimination or harassment by the County on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation, marital status, creed, military status, gender identity, criminal history, genetic predisposition or carrier status, status as a victim of domestic violence, or retaliation.

1. The complainant should contact their supervisor or Monroe County's Equal Employment Opportunity Unit as soon as possible. Reports may be made verbally or in writing using the [Monroe County Discrimination Complaint form](#) available on the intranet. If a complaint is received verbally, the employee will be encouraged to complete the complaint form in writing. If he or she refuses, the Equal Employment Opportunity Unit will prepare a complaint form based on the verbal reporting. Direct complaint and/or questions regarding the process to:

Debbie Perna, EEO Manager

(585) 753-6909 (Voice / NY Relay) EEO@monroecounty.gov

Disability related complaints or requests for information should be directed to:

Megan Metzler, Interim ADA Compliance Officer

(585) 753-1742 (Voice / NY Relay) ADA@monroecounty.gov

2. The EEO Unit will review the allegations, interview the complainant and, if warranted, will pursue either intervention measures and/or a formal fact finding process. In most cases, the process is completed and a finding or findings are rendered within 60 days.
3. All complaints are handled as confidentially as possible.
4. Any individual who either files a complaint or who participates in the investigation or resolution process is protected by law against retaliation.
5. In the event that the complainant disagrees with the findings, he or she may submit a written appeal to the Director of Human Resources. This appeal must be submitted in writing and within ten (10) days of being notified of the findings. A response to the appeal will be provided to the complainant within thirty (30) days after the Director receives the request for the appeal.
6. Any individual may also choose to pursue legal remedies with the New York State Division of Human Rights (DHR) or the United States Equal Employment Opportunity Commission (EEOC).

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