

## **GRIEVANCE PROCEDURE FOR HANDLING COMPLAINTS OF ALLEGED EMPLOYMENT DISCRIMINATION**

Any employee who feels that he or she is being discriminated against on the basis of race, color, religious creed, ancestry, national origin, age, disability, use of a service animal, sexual orientation, gender identity, gender expression or union membership may file a complaint either in writing or verbally to their Supervisor within ten (10) days of the alleged occurrence.

The Supervisor will meet with the employee within five (5) days of receipt of a complaint in an attempt to resolve the discrimination complaint to the satisfaction of both parties.

If the complaint is not resolved to the petitioner's satisfaction, the employee shall present said complaint to the Township Manager for consideration within twenty (20) days from the date the complaint was originally filed with the Department Head. Within seven (7) days thereafter, a written decision shall be rendered by the Township Manager.

At any time, the employee may file a formal complaint with one of the following agencies within the respective time frames.

### **APPELLATE AUTHORITIES**

#### **Pennsylvania Human Relations Commission**

**Philadelphia Regional Office  
110 North 8<sup>th</sup> Street, Suite 501  
Philadelphia, PA 19107  
215-560-2496  
TDD 215-560-3599  
Time Frame:  
180 days from date of alleged occurrence  
occurrence**

#### **Equal Employment Opportunity**

**Philadelphia District Office  
801 Market Street, Suite 1300  
Philadelphia, PA 19106  
1-800-669-4000  
TDD 1-800-669-6820  
Time Frame:  
300 days from date of alleged**

The employee may also contact the Abington Township Human Relations Commission (AHRC) to file a complaint. The AHRC can provide mediation or will advise the employee to contact the PHRC at;

**Abington Township Human Relations Commission  
abingtontownshiphrc@gmail.com  
267-518-8049  
<http://abington.org/government/human-relations-commission>**

**Signed: \_\_\_\_\_**

**Date: \_\_\_\_\_**

**Title: \_\_\_\_\_**