

Pursuant to Executive Order 187, effective December 1, 2018, all complaints of protected class employment discrimination will be investigated by the Governor's Office of Employee Relations (GOER) Anti-Discrimination Investigations Division.

If you have any questions about what constitutes protected class employment discrimination, please refer to the Equal Employment Opportunity Rights and Responsibilities Handbook for New York State Employees (*Handbook*) located at <https://goer.ny.gov/equal-employment-opportunity-rights-and-responsibilities-handbook-employees-new-york-state-agencies> a link is also available on the PERB website at [www.perb.ny.gov](http://www.perb.ny.gov). A hard copy of The Handbook is available at all PERB locations. The Handbook is the State's anti-discrimination policy.

### **Filing an Internal Complaint**

A link to the complaint form that you may use is located on the PERB website at [www.perb.ny.gov](http://www.perb.ny.gov). A copy of this complaint form is located on the GOER website at <https://goer.ny.gov/new-york-state-discrimination-complaint-form>. A hard copy of the complaint form is also available at all PERB locations. You may submit this form electronically to GOER or print it out and mail directly to GOER at the address on the form.

You may also file a complaint with your supervisor, manager, agency Executive Staff, Counsel's Office or the Executive Director. Each of these individuals is required to send your complaint to GOER so that it will be investigated. If you file a complaint with any of these individuals and you do not hear from a GOER investigator within **one week**, please contact GOER at (518) 474-1920 to ensure that GOER received your complaint.

### **Filing an External Complaint**

Employees are not required to pursue the internal complaint procedure before filing a complaint with the Equal Employment Opportunity Commission, the New York State Division of Human Rights or with a court, based on federal or state or local law.

The following agencies can provide information to employees and receive and investigate complaints of protected class employment discrimination.

- New York State Division of Human Rights  
Website: [www.dhr.ny.gov](http://www.dhr.ny.gov)  
Telephone: (888) 392-3644  
TTY number: (718) 741-8300
  
- United States Equal Employment Opportunity Commission  
Website: [www.eeoc.gov](http://www.eeoc.gov)  
Telephone: (800) 669-4000  
TTY number: (800) 669-6820  
ASL Video Phone: (844) 234-5122