

PERALTA COMMUNITY COLLEGE DISTRICT

**RESPONDENT'S NOTIFICATION SUMMARY
Unlawful EEO Complaint**

The Office of Employee Relations has received a formal complaint of allegations naming you as the Respondent. An investigation into the allegations is required by law and will commence promptly. You will be contacted by Employee Relations to schedule an appointment to meet for an investigative interview with you.

Date Complaint Filed: _____

Complaint based on the following category:

- | | | | |
|--------------------------------|--|--|--|
| <input type="checkbox"/> Age | <input type="checkbox"/> Ethnic Group Identification | <input type="checkbox"/> Physical Disability | <input type="checkbox"/> Sexual Orientation |
| <input type="checkbox"/> Race | <input type="checkbox"/> Mental Disability | <input type="checkbox"/> Religion | <input type="checkbox"/> Sex (includes Harassment) |
| <input type="checkbox"/> Color | <input type="checkbox"/> National Origin | <input type="checkbox"/> Retaliation | <input type="checkbox"/> Other |

Summary of all Allegations Made by Complainant: (If during the course of the investigation, additional allegations are made, you will be notified in writing and provided a complete summary of the new allegations).

You have not been charged with any wrongdoing. After the conclusion of the investigation you will be notified of the findings by mail. If you would prefer the findings not be mailed to your resident address, please make this known and you may personally pick up the letter of findings from Employee Relations.

Please be reminded that retaliation of any kind against the complaining party constitutes a violation of state and federal laws as well as District Policy.

If this investigation results in a recommendation of discipline, you will be notified of the recommendation and if necessary, provided with a full copy of the investigation report.

If you have questions about the complaint or the process you may contact the Director of Employee Relations at 510/466-7252.

Karen Ulrich
Director of Employee Relations

Date