

NAACP
LABOR & INDUSTRY COMPLAINT FORM

BEAVER COUNTY Branch #2372

Office - The Renaissance Place Room #25, 392 Franklin Avenue, Aliquippa, PA 15001

Phone (412)378-6690 Fax(412)378-9976

(Office Use Only) Complaint # _____ Advisor _____

(PLEASE TYPE OR PRINT)

Date: _____

Name: _____ Phone _____

Address: _____

Race: _____ Sex: _____ SS# _____ - _____ - _____ Date of Birth _____

Job Title: _____ Length of Employment _____

NAACP Membership: _____ YES _____ WILL JOIN _____ WILL NOT JOIN

EMPLOYER:

Name: _____ Phone: _____

Address: _____ City _____ State _____ Zip _____

DISCRIMINATION CHARGES: Check all that apply.

_____ Racial _____ Sexual _____ Age _____ Other _____

WARNINGS:

_____ Oral _____ Written _____ Suspensions(s) Number _____

STATUS:

_____ Applicant _____ Fired _____ Passed Over _____ Negative File _____ Harassed _____ HRC
_____ EEOC _____ Slurred _____ Grievance Filed _____ Laid Off _____ Union Member/Local #

Please name PRINCIPALS and TITLES in the above charge(s).

1. _____
2. _____
3. _____
4. _____

What do you hope to achieve through the NAACP? (i.e. Reinstatement, Back Wages, Personal Satisfaction) _____

Please describe the event(s) that support your above charges.

Labor & Industry Complaint # _____

Page 2 of 3

The facts concerning the incident are:

Lined area for writing the facts concerning the incident.

Labor & Industry Complaint # _____

Page 3 of 3

The following information may assist us in our investigation:

A. Have you filed this complaint with any other Federal, State, or Local Government Agency?

_____ YES _____ NO

B. Have you contacted the institution about your complaint?

_____ YES _____ NO

If YES, what were the results? _____

NOTARY

Subscribed and sworn to before me at _____

On this _____ day of _____, 19 _____

Notary Signature

(Seal)

Note: You must attend a fact finding meeting held twice a month every first and third Monday at NAACP Office 392 Franklin Avenue, Aliquippa, PA 15001, at 6:00 p.m.

DO NOT WRITE BELOW THIS LINE for NAACP use only!

Person accepting complaint: _____

Chairman _____

Date recorded: _____

Investigator _____

Date investigated: _____

Comments: _____

Results: _____

Employees with affirmative action complaints or concerns should register them internally with Mrs. Rebecca J. Urban Hill, Affirmative Action Officer, Room 610, Pittsburgh State Office Building, phone number 565-2132, or any of the following:

Dept. of Public Welfare
Bureau of Civil Rights Compliance
Room 521, Health and Welfare Bldg.
P.O. Box 2675
Harrisburg, PA 17105-2675
Phone (717) 787-1126; Network 447-1126
(Within 90 days of incident(s))

Dept. of Public Welfare
Western Field Unit
Civil Rights Compliance Office
Room 701, Pgh. State Office Bldg.
300 Liberty Avenue
Pittsburgh, PA 15222
(412) 565-5028; Network 645-5028
(Within 90 days of incident(s))

PA Human Relations Commission
300 Liberty Avenue
11th Flr. Pittsburgh State Office Bldg.
Pittsburgh, PA 15222
Phone: (412) 565-5395
(Within 180 days of incident(s))

Equal Employment Opportunity Commission
1000 Liberty Avenue, 20th Floor
Pittsburgh, PA 15222
Phone: (412) 644-3444
(Within 300 days of incident(s))

State Civil Service Commission
State Street Building
P.O. Box 569
Harrisburg, PA 17105
Phone: (717) 787-7811
(Within 20 days of incident(s))

Dept. of Health & Human Services
Office of Civil Rights, Region III
P.O. Box 13716
Philadelphia, PA 19101
Phone: (215) 596-1267 TDD: (215) 596-6794
(Within 180 days of incident(s))

Employees with complaints alleging discrimination on the basis of sexual orientation or union membership may only file complaints with the Department of Public Welfare, or the Pennsylvania State Civil Service Commission.

Employees may also feel free to contact me directly regarding discrimination concerns or complaints if they are not satisfied with the internal investigative results. My office is located in Room 611 of the Pittsburgh State Office Building. My phone number is 565-2151. Managers will not retaliate against employees who exercise their right to register allegations of discrimination against their employer.

PHRC is a deferral agency for EEOC: all complaints should first be filed with PHRC.