



**DISCRIMINATION COMPLAINT PROCEDURES FOR  
RESPONDING TO COMPLAINTS FROM EMPLOYEES OF JUDICIAL  
BRANCH SUBRECIPIENTS UNDER DEPARTMENT OF  
JUSTICE GRANT PROGRAMS**

**I. Policy**

It is the policy of the Judicial Branch that all employees and applicants have the right to be treated equally regardless of race, color, national origin, sex, religion, physical or mental disability and age. The Judicial Branch will make reasonable efforts to ensure that subrecipients comply with all applicable federal civil rights laws prohibiting employment discrimination.

These laws also prohibit agencies from retaliating against an individual for taking action or participating in action to secure rights protected by these laws.

**II. Purpose**

The purpose of this policy is to establish written procedures for Judicial Branch employees to follow upon receipt of a complaint alleging discrimination from an employee or applicant of a Judicial Branch subrecipient implementing funding from the U.S. Department of Justice (DOJ).

**III. Definitions**

“Complainant” refers to the person or persons who initiate a complaint.

“Subrecipient” refers to an agency which receives a DOJ grant award that is administered by the Judicial Branch.

**IV. Procedures**

- A. Employees or applicants of subrecipients who wish to file a complaint of discrimination by a subrecipient may file a complaint directly with the subrecipient, with the Judicial Branch, with the Commission on Human Rights and Opportunities (CHRO) at 450 Columbus Boulevard, Hartford, CT 06103, 860-541-3400; or with the Office for Civil Rights (OCR), Office of Justice Programs, at 810 7<sup>th</sup> Street N.W., Washington, D.C. 20531. If an employee of a subrecipient raises an allegation of discrimination with a Judicial Branch

employee, the Judicial Branch employee shall instruct the complainant to submit a written statement of the allegations to the Judicial Branch Director of Human Resource Management Unit, 90 Washington Street, Hartford, CT 06106, 860-706-5280.

- B. If the complaint is filed with the Judicial Branch, it must be done in writing using the JD-ES-284 Rev. 3-13, Discrimination Complaint/Federal Grants Form ([www.jud.ct.gov/webforms/forms/es284.pdf](http://www.jud.ct.gov/webforms/forms/es284.pdf)).
- C. The Judicial Branch Director of the Human Resource Management Unit or his designee shall provide the complainant with written notice acknowledging receipt of the complaint.
- D. The Human Resource Management Unit may investigate the complaint or refer the complaint to CHRO. If the complaint is referred to CHRO, it shall notify the complainant and the Office for Civil Rights (OCR), Office of Justice Programs. If the Human Resource Management Unit investigates the complaint, it shall notify the complainant and the Office for Civil Rights (OCR), Office of Justice Programs of the investigation and the outcome.
- E. A general grant condition requires that subrecipients have procedures in place for responding to discrimination complaints that are filed directly with the subrecipient. Program monitors will address this in their compliance checklist.

## **V. Training and Policy Dissemination**

The Judicial Branch will post these procedures on the Judicial Branch website to notify Judicial Branch subrecipients and their employees of prohibited discrimination and the procedures when an employee or applicant of a subrecipient files a complaint of employment discrimination. The policy will be included in new employee orientation materials and Judicial Branch employees will be trained on complaint procedures, including the employee's responsibility to refer employment discrimination complaints to the Judicial Branch Director of the Human Resource Management Unit.

Non-discrimination and non-retaliation clauses will continue to be incorporated into all subrecipients contracts and agreements.

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