

LETTERHEAD

SAMPLE AVENUES OF APPEAL POLICY

Any employee who feels he or she has been discriminated against should contact one of the following:

INITIAL APPEAL

The employee shall present his/her complaint orally, or in writing, within 20 working days of the date of its occurrence, to:

Immediate Supervisor

Telephone Number

(The Supervisor shall attempt to resolve the matter and report a decision to the employee, orally or in writing, within 10 working days of knowledge of complaint.)

SECONDARY APPEAL

If the complaint has not been satisfactorily resolved, the employee shall present his/her appeal, orally or in writing, within 10 working days, to:

Project Superintendent/Manager

Telephone Number

(The Superintendent/Manager shall attempt to resolve the matter and report a decision to the employee, orally or in writing, within 10 working days of knowledge of complaint.)

CONTINUAL APPEAL

If the employee receives an unfavorable decision from the secondary appeal, he or she shall present a written appeal within 10 working days, to:

Company EEO Officer

Telephone Number

FURTHER APPEAL STEPS

In the event the complaint has not been satisfactorily resolved via the aforementioned appeal procedures, and the employee feels further action is warranted, refer to the posted federal and state posters or contact the agencies listed below within the filing deadlines.

<u>AGENCY</u>	<u>FILE BY</u>	<u>NUMBERS</u>
Equal Employment Opportunity Commission (EEOC)	300 Days	412-644-3444
PA Human Relation Commission (PHRC)	180 Days	412-565-5395
PA Department of Transportation (PENNDOT)	90 Days	717-787-2838