

EQUAL EMPLOYMENT OPPORTUNITY (EEO) & EMPLOYMENT DISPUTE RESOLUTION (EDR) PLAN FOR THE SOUTHERN DISTRICT OF ILLINOIS

UNITED STATES DISTRICT COURT
UNITED STATES BANKRUPTCY COURT
UNITED STATES PROBATION & PRETRIAL SERVICES OFFICE

CHAPTER I INTRODUCTION

1. Preamble

The Federal Judiciary Model Equal Employment Opportunity Plan (“Model EEO Plan”) and the Model Employment Dispute Resolution Plan (“Model EDR Plan”) were adopted by the Judicial Conference in order to provide rights and protections to employees of the United States Courts. Equal employment opportunity is provided to all persons regardless of their race, sex, color, national origin, religion, age (at least 40 years of age at the time of the alleged discrimination), or disability. A discrimination complaint may also be filed for sexual harassment and any allegation of restraint, coercion, or retaliation because a person has raised an allegation of discrimination or has served as a representative, a witness, or an EEO/EDR coordinator in connection with a complaint. The Southern District of Illinois will promote equal employment opportunity through a program encompassing all facets of personnel management, including recruitment, hiring, promotion, and advancement.

The United States District Court, the United States Bankruptcy Court, and the United States Probation & Pretrial Services Office adopt this combined Equal Employment Opportunity (EEO) and Employment Dispute Resolution (EDR) Plan. This combined Plan supersedes all previous versions of EEO and EDR Plans for the District Court, Bankruptcy Court, and Probation/Pretrial Office of this district. Modifications to this Plan must be approved by the Seventh Circuit Judicial Council. A copy of this Plan has been, and any subsequent modifications will be, filed with the Administrative Office of the United States Courts. This District Court, Bankruptcy Court, and Probation/Pretrial Office shall annually submit a report on the implementation of the Plan to the Administrative Office for inclusion in the Director’s Annual Report to the Judicial Conference of the United States.

Policies pertaining to adverse action or general grievance proceedings that do not invoke the rights and protections afforded under this Plan are not affected by the Plan. Likewise, policies relating to rights enumerated under the Plan that are not inconsistent with the rights and procedures established herein will not be affected by the Plan.

This EEO/EDR Plan is not intended to duplicate the protections provided for the resolution of complaints of judges' misconduct or disability under 28 U.S.C. §§ 351-364. This Plan is intended to be the exclusive remedy of the employee relating to rights enumerated in the Plan.

2. Scope of Coverage

The policies and procedures contained in this Plan apply to all judges of the United States District Court and the United States Bankruptcy Court for the Southern District of Illinois, court unit executives and staff, and all employees of the District Court, Bankruptcy Court, and Probation/Pretrial Office (except as noted), as well as applicants for employment with, and former employees of, the District Court, Bankruptcy Court, and Probation/Pretrial Office. This Plan does not apply to judicial law clerks, judicial assistants, or the satellite circuit librarian employed within the courthouse.

3. Definitions

For purposes of this Plan,

- A. The term “employee” includes all individuals listed in Section 2 of this Chapter, as well as applicants for employment and former employees, except as provided below. The term “employee” does not include judicial law clerks, judicial assistants, the satellite circuit librarian, contract employees, externs, interns, applicants for bankruptcy judge or magistrate judge positions, private attorneys who apply to represent indigent defendants under the Criminal Justice Act, criminal defense investigators not employed by federal public defenders, volunteer counselors or mediators, or other individuals who are not employees of an “employing office” as that term is defined below.
- B. The term “employing office” includes all offices of the District Court, Bankruptcy Court, Probation & Pretrial Services Office, pro se law clerks, staff attorneys, and any offices that might be created in the future.
- C. The term “court” refers to the appropriate court (district or bankruptcy) and court units located within the employing office which would be responsible for redressing, correcting, or abating the violations alleged in the complaint.

CHAPTER II EQUAL EMPLOYMENT OPPORTUNITY AND ANTI-DISCRIMINATION RIGHTS

1. General

Discrimination against an employee based on race, color, religion, sex, national origin, age (at least 40 years of age at the time of the alleged discrimination), disability, and sexual harassment is prohibited.

Except as provided in paragraph 4 of this Chapter, court unit executives must ensure that all vacancies are publicly announced to attract candidates who represent the makeup of persons available in the qualified labor market and that all hiring decisions are based solely on job-related factors. Reasonable efforts should be made to see that the skills, abilities, and potential of each employee is identified and developed and that all employees are given equal opportunities for promotions by being offered, when the work of the court permits and within the limits of available resources, cross-training, reassignments, special assignments, and outside job-related training.

Judges and designated court managers and supervisors must apply equal employment opportunity practices and policies in their work units. These include giving each employee a fair and equal opportunity to demonstrate his or her skills and, where those abilities exceed general performance standards, to be recommended for personnel actions and awards recognizing such achievements. As resources permit, it also requires providing training programs which enable employees to develop their job skills fully.

2. Definition

The term “disability” means

- A. a physical or mental impairment that substantially limits one or more of the major life activities of an employee;
- B. a record of such impairment; or
- C. being regarded as having such an impairment.

For extended text see 42 U.S.C. § 12102(2).

3. Special Provision for Probation and Pretrial Services Officers

The age discrimination provisions of Section 1 of this Chapter shall not apply to the initial hiring of Probation and Pretrial Services Officers. *See Report of the Proceedings of the Judicial Conference of the United States (March 1991, pp. 16-17).*

4. Personnel Practices

- A. *Recruitment.* Each employing office will publicize all vacancies and make reasonable efforts to obtain a pool of qualified applicants which reflects the makeup of the relevant labor market.
- B. *Hiring.* Each employing office will make its hiring decision strictly upon an evaluation of a person's qualifications and ability to perform the duties of the position.
- C. *Promotion.* Each employing office will promote employees according to their experience, training, and demonstrated ability to perform duties of a higher level.
- D. *Advancement.* Each employing office will seek, insofar as reasonably practicable, to improve the skills and abilities of its employees through cross-training, job restructuring, assignments, details, and outside training.

CHAPTER III FAMILY AND MEDICAL LEAVE RIGHTS

Title II of the Family and Medical Leave Act of 1993, 5 U.S.C § 6381 *et seq.*, applies to court employees in the manner prescribed in Volume 12, Chapter 9, Section 920.20.35, of the *Guide to Judiciary Policy*.

CHAPTER IV WORKER ADJUSTMENT AND RETRAINING NOTIFICATION RIGHTS

1. General

No “employing office closing” or “mass layoff” (as defined in Section 2 of this Chapter) may occur until 60 days after the employing office serves written notice of a prospective closing or layoff to employees who will be affected. This provision shall not apply to an employing office closing or mass layoff that results from the absence of appropriated funds.

2. Definitions

- A. The term “employing office closing” means the permanent or temporary shutdown of a single site of employment, if the shutdown results in an employment loss at the single site of employment during any 30-day period, for 50 or more employees (excluding any part-time employees).
- B. The term “mass layoff” means a reduction in force which
 - 1. is not the result of an employing office closing; and

2. results in an employment loss at the single site of employment during any 30-day period for
 - a. at least 33 percent of the employees (excluding any part-time employees); and at least 50 employees (excluding any part-time employees); or
 - b. at least 500 employees (excluding any part-time employees).

For extended text see 29 U.S.C. § 2101.

CHAPTER V EMPLOYMENT AND REEMPLOYMENT RIGHTS OF MEMBERS OF THE UNIFORMED SERVICES

An employing office shall not discriminate against an eligible employee or deny any eligible employee reemployment rights or benefits under the Uniformed Services Employment and Reemployment Rights Act, 38 U.S.C. § 4301 *et seq.*

CHAPTER VI OCCUPATIONAL SAFETY AND HEALTH PROTECTIONS

Each employing office shall provide to its employees a place of employment which is free from recognized hazards that cause or are likely to cause death or serious physical harm. Complaints which seek a remedy that is within the jurisdiction of the General Services Administration (“GSA”) or the United States Postal Service (“USPS”) to provide are not cognizable under this Plan. Such requests should be filed directly with GSA or the USPS, as appropriate.

CHAPTER VII POLYGRAPH TESTS

No employee shall be required to take a polygraph test.

CHAPTER VIII WHISTLEBLOWER PROTECTION

1. General

Any employee who has authority to take, direct others to take, recommend, or approve any personnel action shall not, with respect to such authority, take or threaten to take an adverse employment action with respect to an employee (excluding applicants for employment) because of any disclosure of information to the appropriate federal law enforcement authority or a supervisor or managerial official of the employing office, a

judicial officer of the court, or the Administrative Office of the United States Courts. This includes information which the employee reasonably and in good faith believes evidences a violation of any law, rule, regulation, or other conduct that constitutes gross mismanagement, a gross waste of funds, or a substantial and specific danger to public health or safety, provided that such disclosure of information is not specifically prohibited by law, does not reveal case-sensitive information, sealed material, or the deliberative processes of the Federal Judiciary (as outlined in the *Guide to Judiciary Policy*, Vol. 20, Ch. 8), and does not reveal information that would endanger the security of any federal judicial officer.

2. Definition

For purposes of this Chapter, an “adverse employment action” means a termination, demotion, transfer, or reassignment; loss of pay, benefits, or awards; or any other employment action that is materially adverse to the employee’s job status, compensation, terms, or responsibilities, or the employee’s working conditions.

CHAPTER IX DISPUTE RESOLUTION PROCEDURES

1. Procedure for Consideration of Alleged Violations

An employee who claims a denial of the rights granted under Chapters II through VIII of this Plan shall seek resolution of such claims through the procedures of this Chapter. Generally, the procedural process consists of counseling, mediation, and a hearing before the Chief Judge of the District Court (or a designated judge).

2. General Provisions and Protections

- A. *Prohibition against retaliation.* Complainants under this Plan have the right to be free from retaliation, coercion, or interference because of filing a complaint pursuant to this Plan. Likewise, any person who participates in the filing or processing of a complaint, such as an employment dispute resolution coordinator, mediator, witness, representative, or co-worker, is also entitled to freedom from retaliation.
- B. *Right to representation.* Every individual invoking the dispute resolution procedures of this Plan and every respondent have the right to be represented by a person of his or her choice if such person is available and consents to be a representative. A court employee may accept the responsibilities of representation if it will not unduly interfere with his or her court duties or constitute a conflict of interest, as determined by the representative’s appointing officer.
- C. *Case preparation.* To the extent feasible, every individual invoking the dispute resolution procedures of this Plan may use a reasonable amount of official time to prepare his or her case, so long as it does not unduly interfere with the performance of his or her court duties. It is difficult to specify the amount of time

that would be reasonable since the nature and complexity of the case, possible travel involved, number of witnesses, etc., will all influence preparation time. Employees and court officials are advised to be accommodating and flexible in making arrangements to use official time for case preparation, however, the needs of the court and the ability to cover employees' absences are relevant factors. Employees and court officials should schedule preparation time to ensure that the vital work of the court is not disrupted.

- D. *Extension of time.* The Chief Judge of the District Court or his designee may extend any of the deadlines set forth in this Chapter for good cause. All extensions of time granted will be made in writing and become part of the record.
- E. *Records.* At the conclusion of formal and informal proceedings under this Plan, all papers, files, and reports will be filed with the court's EEO/EDR coordinator. No papers, files, or reports relating to a dispute will be filed in any employee's personnel folder, except as necessary to implement official personnel action. Records will be maintained for two calendar years after the conclusion of the process, at which time the files may be destroyed.

3. Designation and Duties of EEO/EDR Coordinators

The District Court Human Resources Administrator, the Bankruptcy Court Clerk, and the Probation Office Deputy Chief are appointed as primary EEO/EDR coordinators. Specifically, the District Court Human Resources Administrator is the coordinator for the Bankruptcy Court; the Bankruptcy Court Clerk is the coordinator for the Probation/Pretrial Office; and the Probation Office Deputy Chief is the coordinator for the District Court. The duties of the EEO/EDR coordinators include the following:

- A. Provide information to the court and employees regarding the rights and protections afforded under this Plan;
- B. Coordinate and organize the procedures and establish and maintain official files of the court pertaining to complaints and other matters initiated and processed under this Plan;
- C. Coordinate the counseling of individuals in the initial stages of the complaint process in accordance with Section 5 of this Chapter;
- D. Collect, analyze, and consolidate statistical data and other information pertaining to the court's EEO/EDR processes; and
- E. Compile and submit an annual report on the implementation of its EEO/EDR Plan to the Administrative Office for inclusion in the Director's Annual Report to the Judicial Conference.

4. General Disqualification/Recusal Provision

Whenever an individual invoking the dispute resolution procedures of this Plan files a timely and sufficient written statement that the judge, employee, or other person before whom the matter under this Chapter is pending has a personal bias or prejudice against him or her or in favor of any adverse party, the judge, employee, or other person shall proceed no further, but another person shall be assigned by the Chief Judge of the District Court to hear the proceeding.

The written statement shall state the facts and the reasons for the belief that bias or prejudice exists and shall be filed not less than ten days after the initiation of each phase of this process, unless good cause for failure to file it within this timeframe is shown. A party may file only one such statement in any case. It shall be accompanied by a certificate of counsel of record, if applicable, stating that it is made in good faith. Disqualification statements should be provided to the Chief Judge of the District Court, the person to be disqualified, the employing office, and the EEO/EDR coordinator.

5. Counseling

- A. *Initiating a proceeding; formal request for counseling.* An employee who believes that his or her rights under Chapters II through VIII of this Plan have been violated must first request counseling (see Attachment 1).
- B. *Form and manner of requests.* Requests for counseling by employees shall be made in writing and submitted to the court's EEO/EDR coordinator within 30 days of the alleged violation or within 30 days of the time the employee becomes aware of the alleged violation. Job applicants who believe their rights under Chapters II through VIII of this Plan have been violated must request counseling within 90 days from the appointment date of the new employee selected for the position.
- C. *Who may serve as counselor.* The counseling shall be conducted by the EEO/EDR coordinator unless the EEO/EDR coordinator is disqualified from serving as counselor under Section 4 of this Chapter or is otherwise unavailable. In such instances, the Chief Judge of the District Court shall designate another of the EEO/EDR primary coordinators to perform the counseling function. If the dispute involves an alleged violation of this Plan by a judge, the person who conducts the counseling shall be a judge designated by the Chief Judge of the District Court.
- D. *Purposes of counseling.* The purposes of the counseling shall be to discuss the employee's concerns and elicit information regarding the matter which the employee believes constitutes a violation; to advise the employee of his or her rights and responsibilities and the procedures of the court applicable to the employment dispute resolution process; to evaluate the matter; and to assist the employee in achieving an early resolution of the matter, if possible.

- E. *Confidentiality.* All counseling shall be kept confidential unless the employee agrees in writing to waive confidentiality of the counseling process for the purpose of allowing the designated counselor to contact the employing office or to attempt a resolution of the disputed matter. A written record of all such contacts must be kept by the counselor and made available for review by the affected person(s).
- F. *Form of settlement.* The EEO/EDR coordinator shall reduce to writing any settlement achieved during the counseling process and secure the signatures of the employee, his or her representative, if any, and the member of the employing office who is authorized to enter into settlement on the employing office's behalf.

6. Mediation

- A. *Initiation.* Within 15 days after receipt by the employee of the notice of the conclusion of the counseling period, the employee may file with the EEO/EDR coordinator a request for mediation (see Attachment 2). The request must be made in writing and must state the claim(s) presented. Failure to pursue mediation will preclude further processing of the employee's claim under any other provisions of this Chapter.
- B. *Designation of mediator.* United States Bankruptcy Judge Laura K. Grandy and United States Magistrate Judge Stephen C. Williams have been designated as mediators for disputes. The Chief Judge of the District Court will assign one of the two mediators at his discretion. As soon as possible after receiving the request for mediation, the EEO/EDR coordinator shall provide written notice of the designation.
- C. *Who may serve as mediator.* If the complaint alleges that a judge has violated the rights protected by this Plan and the Chief Judge of the District Court, in his discretion, determines that one of the designated mediators should not be assigned to the dispute, he shall designate another judge to serve as mediator for that dispute only.
- D. *Purpose of mediation.* The mediator shall meet separately and/or jointly with the employee and his or her representative, if any, and the representative of the employing office to discuss alternatives for resolving a dispute, including any and all possibilities of reaching a voluntary, mutually satisfactory resolution.
- E. *Confidentiality.* Any person or party involved in the mediation process shall not disclose, in whole or in part, any information or records obtained through, or prepared specifically for, the mediation process, except as necessary to consult with the parties or their representatives, and then only with notice to all parties. A written record of all such contacts must be kept and made available for review by the affected person(s). In addition, in the event the employee files a complaint pursuant to Section 7 of this Chapter, the hearing officer shall have access to the record of any claims raised in mediation.

- F. *Form of settlement.* The mediator shall reduce to writing any settlement achieved during the mediation process and secure the signature of the employee, his or her representative, if any, and the appointing officer who is authorized to enter into settlement on the employing office's behalf.
- G. *Duration of mediation.* The mediation period shall be 30 days (or a shorter period if the mediation is concluded at an earlier date), beginning the date the request for mediation is received. The employee is required to attend at least one mediation session. Thereafter, he or she may proceed to file a complaint.
- H. *Conclusion of mediation period and notice.* If, at the end of the mediation period, the parties have not resolved the matter, the EEO/EDR coordinator shall provide the employee, the employee's representative, if any, and the employing office with written notice that the mediation period has concluded. The notice shall also inform the employee of his or her right to file a complaint under Section 7 of this Chapter.

7. Complaint, Review, and Hearing

- A. *Complaint.* Not later than 15 days after receiving notice of the end of the mediation period, an employee may file a complaint (see Attachment 3) under procedures established by the court. The complaint shall be in writing, identify the complainant and all involved parties and individuals, and set forth a short and plain statement of the complainant's claim and the remedy being sought. The respondent shall be the employing office which would be responsible for redressing, correcting, or abating the violation(s) alleged in the complaint. No individual shall be named as a respondent in the complaint.
- B. *Reviewing official.* The complaint and any other documents shall be reviewed by the Chief Judge of the District Court or by another judge whom he designates. In the event the Chief Judge of the District Court is disqualified under Section 4 of this Chapter, or is unavailable to serve under this subsection, the reviewing official shall be designated by the most senior active district judge. In the case of a complaint alleging that an Article III judge has violated rights protected by the Plan, that judge may elect to have a hearing conducted by a judge of another court, as designated by the Judicial Council of the Seventh Circuit. Any designation of a judicial officer from another court to hear and decide the case shall be arranged by agreement of the Chief Judges of the affected courts.
- C. *Review procedures.* After notice to the complainant and an opportunity to respond, the Chief Judge of the District Court or designated judge may dismiss in writing any complaint that is found to be frivolous or unduly repetitive of a previous complaint, that fails to state a claim upon which relief may be granted, or that makes claims that were not advanced in mediation.

- D. *Hearing officer.* If the Chief Judge of the District Court or designated judge does not dismiss the complaint under the preceding subsection, the judge, acting as the hearing officer, shall hold a hearing on the merits of the complaint unless he or she determines that no material factual dispute exists.
- E. *Specific provisions.* The presiding judge may provide for such discovery and investigations as is necessary. In general, the presiding judge shall determine the time, place, and manner of conducting the hearing, and the following specific provisions shall apply to hearings conducted under this Section:
1. the hearing shall be commenced no later than 60 days after the filing of the complaint;
 2. the complainant and the head of the office against which the complaint has been filed must receive written notice of the hearing; notice shall also be provided to the individual(s) alleged to have violated the complainant's rights protected by the Plan whenever such individual is a judge or when the presiding judge otherwise determines such notice to be appropriate;
 3. at the hearing, the complainant will have the right to representation, to present evidence on his or her behalf, and to cross-examine adverse witnesses; the employing office will have the rights to present evidence on its behalf and to cross-examine adverse witnesses;
 4. a verbatim record of the hearing must be kept and shall be the sole official record of the proceeding;
 5. in reaching a decision, the presiding judge shall be guided by the judicial and administrative decisions under the laws related to Chapters II through VIII of this Plan;
 6. remedies may be provided in accordance with Section 8 of this Chapter where the hearing officer finds that the complainant has established by a preponderance of the evidence that a substantive right protected by this Plan has been violated;
 7. the final decision of the presiding judge must be issued in writing not later than 30 days after the conclusion of the hearing and any necessary orders shall be signed by the judicial officer issuing the final decision;
 8. all parties, or any aggrieved individual, shall have the right to written notice of any action taken as a result of a hearing;
 9. all decisions of the Chief Judge or designated judge are final; and

10. any person or party involved in the review process shall not disclose, in whole or in part, any information or records obtained through or prepared specifically for, the review process, except as necessary to consult with the parties or their representatives, and then only with notice to all parties. A written record of such contacts must be kept and made available for review by the affected person(s).

8. Remedies

- A. When a judge acting pursuant to Section 7 of this Plan finds that a substantive right protected by this Plan has been violated, he or she may order a necessary and appropriate remedy. A remedy may be directed at correcting a past violation, prospectively ensuring compliance with the rights protected by the Plan, or both. A remedy shall be tailored as closely as possible to the specific violation involved.
- B. Remedies which may be provided to successful complainants under this Plan include, but are not limited to:
 1. placement of an employee in a position previously denied;
 2. placement in a comparable alternative position;
 3. reinstatement to a position from which previously removed;
 4. prospective promotion to a position;
 5. priority consideration for a future promotion or position;
 6. back pay and associated benefits, including attorney's fees, where the statutory criteria of the Back Pay Act, 5 U.S.C. § 5596, are satisfied;
 7. records modification and/or expungement;
 8. "equitable" relief, such as temporary stays of adverse actions;
 9. granting of family and medical leave; and
 10. accommodation of disabilities through the purchase of specialized equipment or the restructuring of duties and work hours.
- C. Remedies which are not legally available include:
 1. payment of attorney's fees (except as authorized under the Back Pay Act);
 2. compensatory damages;

3. punitive damages; and
4. overtime pay.

9. Record of Final Decisions

Final decisions under this Plan will be made known to those parties involved in the complaint process and shall be made available to the public in accordance with the discretion of the Chief Judge of the District Court.

CHAPTER X ANNUAL REPORT

1. Preparation of the Report on Complaints

The EEO/EDR coordinators for the District Court, Bankruptcy Court, and Probation & Pretrial Services Office will each prepare an annual report for the year ending September 30, consolidating the data and statements received for each employing office. The report will include tables to be provided by the Administrative Office of the United States Courts consolidating the information provided by each employing office. The report will also describe instances where significant achievements were made in providing equal employment opportunities, will identify areas where improvements are needed, and will identify factors inhibiting achievement of equal employment opportunity objectives. In addition, the annual report will indicate:

- A. The number of complaints initiated;
- B. The types of complaints initiated according to race, sex, color, national origin, religion, age, or disability;
- C. The number of complaints resolved informally;
- D. The number of complaints resolved formally without a hearing; and
- E. The number of complaints resolved formally with a hearing.

(The foregoing information will not identify the names of the parties involved.)

Upon approval of the Clerk of the District Court and the Chief Probation Officer, the report will be submitted to the Chief District Judge. The Clerk of the Bankruptcy Court will submit the report to the Chief Bankruptcy Judge. Upon approval by the respective Chief Judges, the reports will be submitted to the Administrative Office of the United States Courts by a date specified by the Administrative Office of the United States Courts.

2. Objectives

Each employing office will develop annually its own objectives which reflect any improvements needed in recruitment, hiring, promotions, and advancement, and will prepare a specific plan for the EEO/EDR coordinator explaining how those objectives will be achieved.

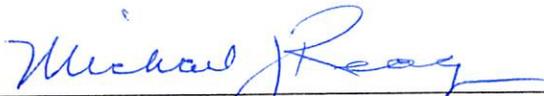
3. Availability of the Report on Complaints

A copy of the report will remain in the court and will be made available to the public upon request.

CHAPTER XI
NOTICE

Copies of these procedures shall be given to all employees and, upon request, to members of the public.

APPROVED AS TO FORM AND SUBSTANCE:



Chief U.S. District Judge Michael J. Reagan



Chief U.S. Bankruptcy Judge Laura K. Grandy

**REQUEST FOR COUNSELING
UNDER THE EQUAL EMPLOYMENT OPPORTUNITY (EEO) AND
EMPLOYMENT DISPUTE RESOLUTION (EDR) PLAN
for the
UNITED STATES DISTRICT COURT
UNITED STATES BANKRUPTCY COURT
UNITED STATES PROBATION & PRETRIAL SERVICES OFFICE
FOR THE SOUTHERN DISTRICT OF ILLINOIS**

1. **Full Name:** _____

2. **Street Address:** _____
City/State/Zip Code: _____

3. **Home Phone:** _____ **Work Phone:** _____

4. **District Court Employee:** **Yes** **No**
Bankruptcy Court Employee: **Yes** **No**
Probation/Pretrial Office Employee: **Yes** **No**

5. **If not a current employee, state the title and grade of your previous court or probation position:**

6. **If not a current or previous district court, bankruptcy court, or probation/pretrial office employee, state the organization, title, and grade (if any) of your current employment position:**

7. **Type of alleged discrimination (check as many categories as you feel are applicable):**

<input type="checkbox"/> Race	<input type="checkbox"/> Ethnic Group	<input type="checkbox"/> Sex	<input type="checkbox"/> National Origin
<input type="checkbox"/> Religion	<input type="checkbox"/> Color	<input type="checkbox"/> Handicap	<input type="checkbox"/> Age
<input type="checkbox"/> Sexual Harassment	<input type="checkbox"/> Restraint	<input type="checkbox"/> Coercion	<input type="checkbox"/> Retaliation

If alleging discrimination based on age, please provide date of birth: _____

8. **Date of alleged discrimination:** _____

9. Location of alleged discrimination: _____

10. Identify by name and position the person(s)/official(s) you believe discriminated against you:

11. Identify by name the respondent (responsible employing office):

12. Summarize the events giving rise to your complaint and explain how you believe you were discriminated against (*i.e.*, treated differently than other employees or applicants because of your race, ethnic group, sex, national origin, religion, color, handicap, and/or age, or subjected to sexual harassment, restraint, coercion, and/or retaliation). Attach a copy of any and all documents that relate to your complaint (*i.e.*, Applications for Employment, Resumes, Notices of Denial of Employment or Promotion, Letters of Reprimand or Termination, etc.). Use additional pages if necessary.

13. What corrective action do you seek?

14. Do you have an attorney or other person to represent you?

Yes _____ No _____

15. If yes, please provide the following information:

Name & Title: _____

Address: _____

City/State/Zip Code: _____

Phone: _____

If additional space is required, use the reverse side of this page and/or attach and identify your continuation sheets.

Signature: _____

Date: _____

Date received by EEO/EDR Coordinator: _____

Signature: _____

**REQUEST FOR MEDIATION
UNDER THE EQUAL EMPLOYMENT OPPORTUNITY (EEO) AND
EMPLOYMENT DISPUTE RESOLUTION (EDR) PLAN
for the
UNITED STATES DISTRICT COURT
UNITED STATES BANKRUPTCY COURT
UNITED STATES PROBATION & PRETRIAL SERVICES OFFICE
FOR THE SOUTHERN DISTRICT OF ILLINOIS**

1. Full Name: _____

2. Street Address: _____
City/State/Zip Code: _____

3. Home Phone: _____ Work Phone: _____

4. District Court Employee: Yes No
Bankruptcy Court Employee: Yes No
Probation/Pretrial Office Employee: Yes No

5. If not a current employee, state the title and grade of your previous court or probation position:

6. If not a current or previous district court, bankruptcy court, or probation/pretrial office employee, state the organization, title, and grade (if any) of your current employment position:

7. Type of alleged discrimination (check as many categories as you feel are applicable):

<input type="checkbox"/> Race	<input type="checkbox"/> Ethnic Group	<input type="checkbox"/> Sex	<input type="checkbox"/> National Origin
<input type="checkbox"/> Religion	<input type="checkbox"/> Color	<input type="checkbox"/> Handicap	<input type="checkbox"/> Age
<input type="checkbox"/> Sexual Harassment	<input type="checkbox"/> Restraint	<input type="checkbox"/> Coercion	<input type="checkbox"/> Retaliation

If alleging discrimination based on age, please provide date of birth: _____

8. Date of alleged discrimination: _____

9. Location of alleged discrimination: _____

10. Identify by name and position the person(s)/official(s) you believe discriminated against you:

11. Identify by name the respondent (responsible employing office):

12. Summarize the events giving rise to your complaint and explain how you believe you were discriminated against (*i.e.*, treated differently than other employees or applicants because of your race, ethnic group, sex, national origin, religion, color, handicap, and/or age, or subjected to sexual harassment, restraint, coercion, and/or retaliation). Attach a copy of any and all documents that relate to your complaint (*i.e.*, Applications for Employment, Resumes, Notices of Denial of Employment or Promotion, Letters of Reprimand or Termination, etc.). Use additional pages if necessary.

13. What corrective action do you seek?

14. Do you have an attorney or other person to represent you?

Yes _____ No _____

15. If yes, please provide the following information:

Name & Title: _____

Address: _____

City/State/Zip Code: _____

Phone: _____

If additional space is required, use the reverse side of this page and/or attach and identify your continuation sheets.

Signature: _____

Date: _____

Date received by EEO/EDR Coordinator: _____

Signature: _____

**COMPLAINT OF ALLEGED DISCRIMINATION
UNDER THE EQUAL EMPLOYMENT OPPORTUNITY (EEO) AND
EMPLOYMENT DISPUTE RESOLUTION (EDR) PLAN
for the
UNITED STATES DISTRICT COURT
UNITED STATES BANKRUPTCY COURT
UNITED STATES PROBATION & PRETRIAL SERVICES OFFICE
FOR THE SOUTHERN DISTRICT OF ILLINOIS**

1. Full Name of Complainant: _____

2. Street Address: _____
City/State/Zip Code: _____

3. Home Phone: _____ Work Phone: _____

4. District Court Employee: Yes No
Bankruptcy Court Employee: Yes No
Probation/Pretrial Office Employee: Yes No

5. If not a current employee, state the title and grade of your previous court or probation position:

6. If not a current or previous district court, bankruptcy court, or probation/pretrial office employee, state the organization, title, and grade (if any) of your current employment position:

7. Type of alleged discrimination (check as many categories as you feel are applicable):

<input type="checkbox"/> Race	<input type="checkbox"/> Ethnic Group	<input type="checkbox"/> Sex	<input type="checkbox"/> National Origin
<input type="checkbox"/> Religion	<input type="checkbox"/> Color	<input type="checkbox"/> Handicap	<input type="checkbox"/> Age
<input type="checkbox"/> Sexual Harassment	<input type="checkbox"/> Restraint	<input type="checkbox"/> Coercion	<input type="checkbox"/> Retaliation

If alleging discrimination based on age, please provide date of birth: _____

8. Date of alleged discrimination: _____

13. What corrective action do you seek?

14. Do you have an attorney or other person to represent you?

Yes _____ No _____

15. If yes, please provide the following information:

Name & Title: _____

Address: _____

City/State/Zip Code: _____

Phone: _____

If additional space is required, use the reverse side of this page and/or attach and identify your continuation sheets.

Signature: _____

Date: _____

Date received by Chief Judge: _____

Signature: _____