

## **STEPS YOU CAN EXPECT WHEN YOU FILE A COMPLAINT**

### **Intake**

This is the step in which you file your complaint and are going to be interviewed by the Labor Commission. Call, write or visit the Commission within 6 months of the date in which the alleged act of discrimination occurred and describe the situation you feel was discriminatory. In cases of equal pay infractions, make sure you have the date of the first check that you feel was discriminated against. This date is critical in determining the length of non compliance of the law as described in the Lilly Ledbetter Fair Pay Act of 2009. In cases of a protected class or reverse discrimination, make sure that the details of all person(s) are documented. This will include race, position, length of employment, type of interaction with you, their bosses detailed information and supporting facts about the situation you feel you were wronged. An experienced Intake Counselor will listen, advise and assist you accordingly.

In some cases, the intake officer may determine that your complaint is not strong enough for the Labor Commission's recommendation. Do not worry if the arbitrator denies you, if you feel strong enough, you can file a complaint with or without the consent of the initial intake officer. Whether you receive a recommendation or not, staff members from the Labor Commission are available to help with any questions you need answered.

### **Anonymous Complaints**

In accordance with certain sections of state statutes, the commission is unable to accept anonymous complaints or complaints that have not been signed and verified. Make sure you sign, date and track all correspondence to and from the commission. This step is one of those little important details you don't want to ignore.

### **Complaint**

Is forwarded to the field office of docketing files, logged, reviewed and administered. Issuing and served parties are invited and encouraged to mediate before filing. Once you make it to this step you are well on your way to fighting back legally. Make sure you adhere to all the steps and remember no detail is too small to include. What I did to win is practically wrote a miniature novel on the complete situation(s), who was involved including detailed employment information, how they were connected to my complaint, what the company did wrong, the law I believe was broken, the length of time I felt the law was broken for, the course of action I took to remedy the problem, the course of action the company took to either assist in or deny a remedy, the degree of discourse( if the broken law affected any other employee), the amount of witnesses that were involved, what they were witness too, how the law breaking action impacted all