

AVENUES OF APPEAL/ COMPLAINT

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

INITIAL APPEAL

The employee shall present their complaint orally or in writing within 20 days of the date of its occurrence to:

Bucky Croushore
(Immediate Supervisor)

(724)584-7251
(Phone Number)

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

SECONDARY APPEAL

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

Scott Meyer
President / Project Officer

(724)584-8482
Phone Number

(The **President/ Project Officer** 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 STEPS:

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

Nancy Carnevale
Company EEO Officer

(724)354-5292 ext 313
Phone Number

Patrick Carnevale
Company Official / Designee

(724)354-5292 ext 317
Phone Number

FURTHER APPEAL STEPS

In the event the complaint has not been satisfactorily resolved via the aforementioned appeal process, and the employee feels further action is warranted, refer to the federal and state posters or both which are posted along with this notice on the project bulletin board.

Equal Employment Opportunity Commission.....300 days
1-800-669-4000 or (<https://publicportal.eeoc.gov>)

PA Human Relation Commission.....180 days
717-787-4410 or (<https://www.phrc.pa.gov/File-A-Complaint>)