

Formation For Ministry



I have called you by name...you are mine
Isaiah 43

CANDIDATE'S HANDBOOK

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Sponsored by the Diocese of Ogdensburg

Your Bishop's Fund at Work for You

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Mission Statement

“Christ led, Christ fed and hope filled,” the Formation for Ministry Program of the Diocese of Ogdensburg provides, spiritual, academic and pastoral formation to those seeking to answer God’s call to lay ministry in their parishes.

Goal

Formation for Ministry offers a foundation in the Catholic faith to enable Catholic adults to develop their gifts for ministry.

Objectives

- **To provide a foundation in Scripture, Theology, and Spirituality consistent with the teachings of Vatican II.**
- **To facilitate an understanding of the lay minister’s role and its complimentary nature to pastoral leadership.**
- **To develop practical and effective skills for ministry.**

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A. Program Description

1. Spiritual Formation

Candidates will develop and deepen their personal relationship with God, learn about the importance of spirituality and the relationship between spirituality and ministry. The *Spirituality* course is designed to lead candidates to recognize their own spirituality and consider strategies for spiritual formation. Candidates are also encouraged to seek spiritual direction during their period of formation. In addition each year, a day of reflection or a weekend retreat experience will offer time to pray and reflect on God's call to holiness and to the fullness of the Christian life.

2. Academic Formation

The candidate will learn a basic knowledge of church teaching. Introductory courses in Ecclesiology, Scripture, Eucharist, Spirituality, Sacraments, Church History, Moral Theology, Catholic Social Teaching and Creed are offered over a two-year period. Courses combine theological content with practical application to the candidate's life experiences and ministry. In addition, course work is provided to assist candidates in the communication and collaboration skills necessary in parish ministry. Course descriptions may also be found on our website at www.rcdony.org.

Course Descriptions

Year 1

Old Testament Narrative

Biblical scholar Andrew Davis maps out the main arc of the Old Testament narrative through an exploration of Creation, Covenant, Prophecy, and Kingship. **Book needed:** Andrew R. Davis. *Exploring the Old Testament*, Twenty-Third Publications, 2018.

New Testament Visions of Faith

Guided by Thomas Stegman S.J.'s book *Opening the Door of Faith*, this course explores a rich Scriptural understanding of faith and discipleship by exploring Matthew, Mark, Luke, John, and Paul.

Book needed: Thomas D. Stegman, S.J. *Opening the Doors of Faith: Encountering Jesus and His Call to Discipleship*. Paulist Press, 2015.

Creed

Using the Apostles Creed as its outline but referring also to the Nicene Creed and to Scripture, we explore both what it means to believe as well as what is believed so that we may live our faith more richly every day.

Book needed: Thomas P. Rausch, *I Believe in God: A Reflection on the Apostles' Creed*. Liturgical Press, 2018.

Sacraments: Fabric of our Catholic Lives

The sacraments make up the fundamental structure of our faith as Catholics. After examining the notion of 'sacramentality' as the foundation for understanding all sacraments, we examine each of the seven sacraments under the headings of initiation, healing and the service of communion.

Book needed: Barbara Anne Radtke, *Understanding the Sacraments: The Fabric of our Catholic Lives*. Twenty-Third Publications, 2018.

Mapping Your Inner Landscape

Guided by a book from Dolores Leckey, we investigate how we might stay on the inner road while embracing life in the 21st Century. Join us as we discuss aspects of inner exploration: changes as a dynamic of our lives; the quest for balance and solitude in a noisy demanding world; and the power of gratitude in motivating our spiritual growth.

Book needed: Dolores Leckey, *Interior Journey: A Spirituality for Contemporary Seekers*. Twenty-Third Publications, 2015.

Year 2

Christian Faith and Moral Character

This course examines a fundamental element of moral experience: the formation of a person's character. Exploring the tradition of Christian reflection on developing character, this course treats the topics of moral freedom, human sinfulness, and the nature of conversion.

Catholic Social Teaching

This course draws attention to key themes of Catholic Social Teaching, e.g., human dignity, human rights, common good. It provides an opportunity to discuss issues such as a just wage and a just war.

Book needed: Kenneth R. Himes, O.F.M. *101 Questions & Answers on Catholic Social Teaching*. Second Edition. New York: Paulist Press, 2013.

History of the Church: Telling Our Stories

Exploring key events in the church's 2000 history, this course highlights the way in which people strived to give expression to the Gospel of Jesus Christ in various times and places.

Book needed: To be determined.

The Church: People of God on Mission

Picking up the lenses of 'communion' and 'mission', we examine both our experience of church in the present and the hope we have for the future.

Book Needed: To be determined.

Eucharist

Collected into a *C21 Resources* (available in the Canvas course) are articles by a variety of authors, excerpts from key ecclesial documents, and poems, which center on the meaning of the Eucharist, the theme of real presence, Eucharist as sacrifice, and the connection between Eucharist and justice.

Candidates are responsible for obtaining required texts or materials for all classes.

3. Ministry Formation

The candidate will develop ministerial and pastoral skills in a chosen area of ministry in keeping with their unique gifts and in collaboration with their pastor.

First Year Saturday Workshops:

The fall and spring workshops consist of presentations made by facilitators. These introductory workshops will assist candidates in discerning their gifts and selecting their area of ministry. Candidates receive instruction on the theology of lay ministry and prayer.

Second Year Saturday Workshops:

The candidate will attend four (Saturday) workshops, two in the fall and two in the spring. The mornings will cover important ministry topics while the afternoon is specific to the chosen ministry. See the program brochure for details.

4. Commissioning Service

Following the completion of the two-year formation program, satisfaction of all class, retreat and workshop requirements as well as the recommendation of the sponsor, the Bishop or his delegate will commission the candidate for lay ministry service in the Church. Each candidate will also receive a certificate from Boston College's School of Theology and Ministry.

B. Application Process

1. Admission Procedure

a. Sponsorship

A person must be sponsored by a pastor or a director of a recognized pastoral ministry within the Diocese of Ogdensburg.

b. Application

Upon receiving permission from a pastor to enter the program, the applicant requests an application form from the Program Director. The application form is completed and returned to the Formation for Ministry Program Director.

c. Pastor's Recommendation

The pastor completes a written form recommending the applicant to the program and returns it to the Formation for Ministry Program Director.

d. Candidate's Interview

Prior to acceptance into the program, the applicant is interviewed by one of the Formation for Ministry staff members.

e. Letter of Acceptance/Postponement

When the individual is accepted into the program, letters of acceptance are sent to both the applicant and to the pastor. If, following the application process, an applicant's circumstances have changed and entry to the program must be delayed, letters of postponement can be requested from the Formation for Ministry office; copies of these letters will be sent to both the applicant and the pastor.

2. Withdrawal Procedure

a. Consultation with the Pastor

If a candidate decides at any time during the program that he/she should *withdraw* from the program, consultation with the pastor is required.

b. Notification to the Program Director

Once a decision by the candidate has been made to withdraw from the program in consultation with the pastor, written permission of the pastor, as well as the form of withdrawal from the candidate, must be submitted to the Formation for Ministry office by the candidate. It is possible to resume the program at a more appropriate time.

C. Program Guidelines

1. Attendance Policy

It is expected that a candidate complete each course and attend all required workshops, retreats or days of reflection. Candidates are expected to “attend” to all course requirements.

Cancellations/Weather

In case of severe weather, the Program Director or the Site Coordinator will notify the candidates regarding workshop cancellations.

2. Workshop Attendance

A workshop is an integral component of ministry formation and participation is required. To accommodate those who work or have other responsibilities during the week, all FFM workshops are scheduled on Saturdays. Dates are publicized at the beginning of the program for candidate convenience and planning.

3. Retreat Attendance

In year one, candidates will participate in a day long Saturday day of reflection provided by the program. In year two, candidates will participate in a weekend retreat that begins on Friday evening and concludes after Sunday Liturgy. It is expected that candidates will make whatever arrangements are necessary to clear personal calendars so they can participate *fully* in these experiences

D. Course Requirements

1. Self-Reflection Papers

Candidates are expected to meet regularly with their Pastor or his designee to keep them apprised of their progress in the FFM program. It is the responsibility of the candidates to schedule the appointments. After discussion, the pastor will add his or her comments and sign the self-reflection. The candidate will also sign the self-reflection and submit it to the Formation for Ministry office by the expected due date. It is important to remember that the purpose of the self-reflections is so the candidate and pastor may evaluate continuing growth and integration of prayer, studies and ministry into everyday living. **Please note that due dates on all assignments are firm unless prior arrangements have been made with the Program Director.**

2. Program Evaluations

At any time during the program, candidates are encouraged to provide feedback via email. Positive, honest and creative suggestions are sought for the purpose of improvement and are essential in the on-going development of the program.

3. Job Descriptions

At the end of second year of the program, candidates develop in collaboration with their pastor, a ministerial job description that lists his/her area of ministerial responsibilities. The job description naturally flows from the dialogue between the lay minister and the pastor.

The purpose of the job description is:

1. To determine specific areas of ministry and clarify roles and responsibilities.
2. To describe exactly the contents of the agreement between the pastor, the parish and the ministry candidate.
3. To give a realistic expectation of time commitments to the parish during/after the second year of formation.

E. Evaluation at End of Program

A. Evaluation by Pastor

The pastor, in dialogue with the candidate, completes an evaluation form. The form is in reference to the participation of the candidate in fulfilling the responsibilities of the program. The signed evaluation will be forwarded to the Program Director prior to Commissioning.

B. Self-Evaluation by the Candidate

This evaluation is based on the candidate's program experience. The candidate discusses the responses with his/her pastor and forwards the signed evaluation to the Program Director prior to becoming commissioned.

F. Tuition and Program Costs

1. The tuition fee will be paid by the parish each year. This fee is currently \$450.00 per year.
2. Additional costs such as books, workshops and retreats are the responsibility of the candidate unless other arrangements are made with the pastor.

G. Harassment Policy

Candidates in the Formation for Ministry Program are expected to follow the Diocese of Ogdensburg policy addressing sexual harassment. The policy is below. You will note this policy is the policy for diocesan employees. If you wish to make a complaint, please contact the Formation for Ministry Program Director or the diocesan Director of Faith Formation.

Formation for Ministry follows the Sexual Harassment Policy of the Diocese of Ogdensburg.

Diocese of Ogdensburg – Sexual Harassment Policy

Introduction

The Diocese of Ogdensburg is committed to maintaining a workplace free from sexual harassment. Sexual harassment is a form of workplace discrimination. All employees are required to work in a manner that prevents sexual harassment in the workplace. This Policy is one component of the Diocese of Ogdensburg's commitment to a

discrimination-free work environment. Sexual harassment is against the law¹ and all employees have a legal right to a workplace free from sexual harassment and employees are urged to report sexual harassment by filing a complaint internally with the Diocese of Ogdensburg. Employees can also file a complaint with a government agency or in court under federal, state or local antidiscrimination laws.

Policy:

1. The Diocese of Ogdensburg's policy applies to all employees, applicants for employment, interns, whether paid or unpaid, contractors and persons conducting business, regardless of immigration status, with the Diocese of Ogdensburg. In the remainder of this document, the term "employees" refers to this collective group.
2. Sexual harassment will not be tolerated. Any employee or individual covered by this policy who engages in sexual harassment or retaliation will be subject to remedial and/or disciplinary action (e.g., counseling, suspension, termination).
3. Retaliation Prohibition: No person covered by this Policy shall be subject to adverse action because the employee reports an incident of sexual harassment, provides information, or otherwise assists in any investigation of a sexual harassment complaint. The Diocese of Ogdensburg will not tolerate such retaliation against anyone who, in good faith, reports or provides information about suspected sexual harassment. Any employee of the Diocese of Ogdensburg who retaliates against anyone involved in a sexual harassment investigation will be subjected to disciplinary action, up to and including termination. All employees, paid or unpaid interns, or non-employees² working in the workplace who believe they have been subject to such retaliation should inform a supervisor, manager, or the Human Resource Director. All employees, paid or unpaid interns or non-employees who believe they have been a target of such retaliation may also seek relief in other available forums, as explained below in the section on Legal Protections.
4. Sexual harassment is offensive, is a violation of our policies, is unlawful, and may subject the Diocese of Ogdensburg to liability for harm to targets of sexual harassment. Harassers may also be individually subject to liability. Employees of every level who engage in sexual harassment, including managers and supervisors who engage in sexual harassment or who allow such behavior to continue, will be penalized for such misconduct.

¹ While this policy specifically addresses sexual harassment, harassment because of and discrimination against persons of all protected classes is prohibited. In New York State, such classes include age, race, creed, color, national origin, sexual orientation, military status, sex, disability, marital status, domestic violence victim status, gender identity and criminal history.

² A non-employee is someone who is (or is employed by) a contractor, subcontractor, vendor, consultant, or anyone providing services in the workplace. Protected non-employees include persons commonly referred to as independent contractors, "gig" workers and temporary workers. Also included are persons providing equipment repair, cleaning services or any other services provided pursuant to a contract with the employer.

5. The Diocese of Ogdensburg will conduct a prompt and thorough investigation that ensures due process for all parties, whenever management receives a complaint about sexual harassment, or otherwise knows of possible sexual harassment occurring. The Diocese of Ogdensburg will keep the investigation confidential to the extent possible. Effective corrective action will be taken whenever sexual harassment is found to have occurred. All employees, including managers and supervisors, are required to cooperate with any internal investigation of sexual harassment.
6. All employees are encouraged to report any harassment or behaviors that violate this policy. The Diocese of Ogdensburg will provide all employees a complaint form for employees to report harassment and file complaints.
7. Managers and supervisors are **required** to report any complaint that they receive, or any harassment that they observe or become aware of, to the Human Resource Director.
8. This policy applies to all employees, paid or unpaid interns, and non-employees and all must follow and uphold this policy. This policy must be provided to all employees and should be posted prominently in all work locations to the extent practicable (for example, in a main office, not an offsite work location) and be provided to employees upon hiring.

What Is “Sexual Harassment”?

Sexual harassment is a form of sex discrimination and is unlawful under federal, state, and (where applicable) local law. Sexual harassment includes harassment on the basis of sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity and the status of being transgender.

Sexual harassment includes unwelcome conduct which is either of a sexual nature, or which is directed at an individual because of that individual's sex when:

- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment, even if the reporting individual is not the intended target of the sexual harassment;
- Such conduct is made either explicitly or implicitly a term or condition of employment; or
- Submission to or rejection of such conduct is used as the basis for employment decisions affecting an individual's employment.

A sexually harassing hostile work environment includes, but is not limited to, words, signs, jokes, pranks, intimidation or physical violence which are of a sexual nature, or which are directed at an individual because of that individual's sex. Sexual harassment also consists of any unwanted verbal or physical advances, sexually explicit derogatory statements or sexually discriminatory remarks made by someone which are offensive or objectionable to the recipient, which cause the recipient discomfort or humiliation, which interfere with the recipient's job performance.

Sexual harassment also occurs when a person in authority tries to trade job benefits for sexual favors. This can include hiring, promotion, continued employment or any other terms, conditions or privileges of employment. This is also called "quid pro quo" harassment.

Any employee who feels harassed should report so that any violation of this policy can be corrected promptly. Any harassing conduct, even a single incident, can be addressed under this policy.

Examples of sexual harassment

The following describes some of the types of acts that may be unlawful sexual harassment and that are strictly prohibited:

- Physical acts of a sexual nature, such as:
 - Touching, pinching, patting, kissing, hugging, grabbing, brushing against another employee's body or poking another employee's body;
 - Rape, sexual battery, molestation or attempts to commit these assaults.
- Unwanted sexual advances or propositions, such as:
 - Requests for sexual favors accompanied by implied or overt threats concerning the target's job performance evaluation, a promotion or other job benefits or detriments;
 - Subtle or obvious pressure for unwelcome sexual activities.
- Sexually oriented gestures, noises, remarks or jokes, or comments about a person's sexuality or sexual experience, which create a hostile work environment.
- Sex stereotyping occurs when conduct or personality traits are considered inappropriate simply because they may not conform to other people's ideas or perceptions about how individuals of a particular sex should act or look.
- Sexual or discriminatory displays or publications anywhere in the workplace, such as:

- Displaying pictures, posters, calendars, graffiti, objects, promotional material, reading materials or other materials that are sexually demeaning or pornographic. This includes such sexual displays on workplace computers or cell phones and sharing such displays while in the workplace.
- Hostile actions taken against an individual because of that individual's sex, sexual orientation, gender identity and the status of being transgender, such as:
 - Interfering with, destroying or damaging a person's workstation, tools or equipment, or otherwise interfering with the individual's ability to perform the job;
 - Sabotaging an individual's work;
 - Bullying, yelling, name-calling.

Who can be a target of sexual harassment?

Sexual harassment can occur between any individuals, regardless of their sex or gender. New York Law protects employees, paid or unpaid interns, and non-employees, including independent contractors, and those employed by companies contracting to provide services in the workplace. Harassers can be a superior, a subordinate, a coworker or anyone in the workplace including an independent contractor, contract worker, vendor, client, customer or visitor.

Where can sexual harassment occur?

Unlawful sexual harassment is not limited to the physical workplace itself. It can occur while employees are traveling for business or at employer sponsored events or parties. Calls, texts, emails, and social media usage by employees can constitute unlawful workplace harassment, even if they occur away from the workplace premises, on personal devices or during non-work hours.

Retaliation

Unlawful retaliation can be any action that could discourage a worker from coming forward to make or support a sexual harassment claim. Adverse action need not be job-related or occur in the workplace to constitute unlawful retaliation (e.g., threats of physical violence outside of work hours).

Such retaliation is unlawful under federal, state, and (where applicable) local law. The New York State Human Rights Law protects any individual who has engaged in "protected activity." Protected activity occurs when a person has:

- made a complaint of sexual harassment, either internally or with any anti-discrimination agency;

- testified or assisted in a proceeding involving sexual harassment under the Human Rights Law or other anti-discrimination law;
- opposed sexual harassment by making a verbal or informal complaint to management, or by simply informing a supervisor or manager of harassment;
- reported that another employee has been sexually harassed; or
- encouraged a fellow employee to report harassment.

Even if the alleged harassment does not turn out to rise to the level of a violation of law, the individual is protected from retaliation if the person had a good faith belief that the practices were unlawful. However, the retaliation provision is not intended to protect persons making intentionally false charges of harassment.

Reporting Sexual Harassment

Preventing sexual harassment is everyone's responsibility. The Diocese of Ogdensburg cannot prevent or remedy sexual harassment unless it knows about it. Any employee, paid or unpaid intern or non-employee who has been subjected to behavior that may constitute sexual harassment is encouraged to report such behavior to a supervisor, manager or the Human Resource Director. Anyone who witnesses or becomes aware of potential instances of sexual harassment should report such behavior to a supervisor, manager or the Human Resource Director.

Reports of sexual harassment may be made verbally or in writing. A form for submission of a written complaint is attached to this Policy, and all employees are encouraged to use this complaint form. Employees who are reporting sexual harassment on behalf of other employees should use the complaint form and note that it is on another employee's behalf.

Employees, paid or unpaid interns or non-employees who believe they have been a target of sexual harassment may also seek assistance in other available forums, as explained below in the section on Legal Protections.

Supervisory Responsibilities

All supervisors and managers who receive a complaint or information about suspected sexual harassment, observe what may be sexually harassing behavior or for any reason suspect that sexual harassment is occurring, **are required** to report such suspected sexual harassment to the Human Resource Director.

In addition to being subject to discipline if they engaged in sexually harassing conduct themselves, supervisors and managers will be subject to discipline for failing to report suspected sexual harassment or otherwise knowingly allowing sexual harassment to continue.

Supervisors and managers will also be subject to discipline for engaging in any retaliation.

Complaint and Investigation of Sexual Harassment

All complaints or information about sexual harassment will be investigated, whether that information was reported in verbal or written form. Investigations will be conducted in a timely manner, and will be confidential to the extent possible.

An investigation of any complaint, information or knowledge of suspected sexual harassment will be prompt and thorough, commenced immediately and completed as soon as possible. The investigation will be kept confidential to the extent possible. All persons involved, including complainants, witnesses and alleged harassers will be accorded due process, as outlined below, to protect their rights to a fair and impartial investigation.

Any employee may be required to cooperate as needed in an investigation of suspected sexual harassment. The Diocese of Ogdensburg will not tolerate retaliation against employees who file complaints, support another's complaint or participate in an investigation regarding a violation of this policy.

While the process may vary from case to case, investigations should be done in accordance with the following steps:

- Upon receipt of complaint, the Human Resource Director will conduct an immediate review of the allegations, and take any interim actions (e.g., instructing the respondent to refrain from communications with the complainant), as appropriate. If complaint is verbal, encourage the individual to complete the "Complaint Form" in writing. If he or she refuses, prepare a Complaint Form based on the verbal reporting.
- If documents, emails or phone records are relevant to the investigation, take steps to obtain and preserve them.
- Request and review all relevant documents, including all electronic communications.
- Interview all parties involved, including any relevant witnesses;
- Create a written documentation of the investigation (such as a letter, memo or email), which contains the following:

- A list of all documents reviewed, along with a detailed summary of relevant documents;
 - A list of names of those interviewed, along with a detailed summary of their statements;
 - A timeline of events;
 - A summary of prior relevant incidents, reported or unreported; and
 - The basis for the decision and final resolution of the complaint, together with any corrective action(s).
- Keep the written documentation and associated documents in a secure and confidential location.
 - Promptly notify the individual who reported and the individual(s) about whom the complaint was made of the final determination and implement any corrective actions identified in the written document.
 - Inform the individual who reported of the right to file a complaint or charge externally as outlined in the next section.

Legal Protections And External Remedies

Sexual harassment is not only prohibited by the Diocese of Ogdensburg but is also prohibited by state, federal, and, where applicable, local law.

Aside from the internal process at the Diocese of Ogdensburg , employees may also choose to pursue legal remedies with the following governmental entities. While a private attorney is not required to file a complaint with a governmental agency, you may seek the legal advice of an attorney.

In addition to those outlined below, employees in certain industries may have additional legal protections.

State Human Rights Law (HRL)

The Human Rights Law (HRL), codified as N.Y. Executive Law, art. 15, § 290 et seq., applies to all employers in New York State with regard to sexual harassment, and protects employees, paid or unpaid interns and non-employees, regardless of immigration status. A complaint alleging violation of the Human Rights Law may be filed either with the Division of Human Rights (DHR) or in New York State Supreme Court.

Complaints with DHR may be filed any time **within one year** of the harassment. If an individual did not file at DHR, they can sue directly in state court under the HRL, **within three years** of the alleged sexual harassment. An individual may not file with DHR if they have already filed a HRL complaint in state court.

Complaining internally to the Diocese of Ogdensburg does not extend your time to file with DHR or in court. The one year or three years is counted from date of the most recent incident of harassment.

You do not need an attorney to file a complaint with DHR, and there is no cost to file with DHR.

DHR will investigate your complaint and determine whether there is probable cause to believe that sexual harassment has occurred. Probable cause cases are forwarded to a public hearing before an administrative law judge. If sexual harassment is found after a hearing, DHR has the power to award relief, which varies but may include requiring your employer to take action to stop the harassment, or redress the damage caused, including paying of monetary damages, attorney's fees and civil fines.

DHR's main office contact information is: NYS Division of Human Rights, One Fordham Plaza, Fourth Floor, Bronx, New York 10458. You may call (718) 741-8400 or visit: www.dhr.ny.gov.

Contact DHR at (888) 392-3644 or visit dhr.ny.gov/complaint for more information about filing a complaint. The website has a complaint form that can be downloaded, filled out, notarized and mailed to DHR. The website also contains contact information for DHR's regional offices across New York State.

Civil Rights Act of 1964

The United States Equal Employment Opportunity Commission (EEOC) enforces federal anti-discrimination laws, including Title VII of the 1964 federal Civil Rights Act (codified as 42 U.S.C. § 2000e et seq.). An individual can file a complaint with the EEOC anytime within 300 days from the harassment. There is no cost to file a complaint with the EEOC. The EEOC will investigate the complaint, and determine whether there is

reasonable cause to believe that discrimination has occurred, at which point the EEOC will issue a Right to Sue letter permitting the individual to file a complaint in federal court.

The EEOC does not hold hearings or award relief, but may take other action including pursuing cases in federal court on behalf of complaining parties. Federal courts may award remedies if discrimination is found to have occurred. In general, private employers must have at least 15 employees to come within the jurisdiction of the EEOC.

An employee alleging discrimination at work can file a “Charge of Discrimination.” The EEOC has district, area, and field offices where complaints can be filed. Contact the EEOC by calling 1-800-669-4000 (TTY: 1-800-669-6820), visiting their website at www.eeoc.gov or via email at info@eeoc.gov.

If an individual filed an administrative complaint with DHR, DHR will file the complaint with the EEOC to preserve the right to proceed in federal court.

Local Protections

Many localities enforce laws protecting individuals from sexual harassment and discrimination. An individual should contact the county, city or town in which they live to find out if such a law exists. For example, employees who work in New York City may file complaints of sexual harassment with the New York City Commission on Human Rights. Contact their main office at Law Enforcement Bureau of the NYC Commission on Human Rights, 40 Rector Street, 10th Floor, New York, New York; call 311 or (212) 306-7450; or visit www.nyc.gov/html/cchr/html/home/home.shtml.

Contact the Local Police Department

If the harassment involves unwanted physical touching, coerced physical confinement or coerced sex acts, the conduct may constitute a crime. Contact the local police department.

Effective Date: 10/09/18