

**§ 1602.54**

proposal for an alternative reporting system no later than 45 days prior to the date on which the report must be filed.

**§ 1602.54 Additional reporting requirements.**

The Commission reserves the right to require reports, other than that designated as the Higher Education Staff Information Report EEO-6, about the employment practices of private or public institutions of higher education whenever, in its judgment, special or supplemental reports are necessary to accomplish the purposes of title VII or the ADA. Any system for the requirement of such reports will be established in accordance with the procedures referred to in section 709(c) of title VII or section 107 of the ADA and as otherwise prescribed by law.

[40 FR 25189, June 12, 1975, as amended at 56 FR 35756, July 26, 1991]

**Subpart Q—Records and Inquiries as to Race, Color, National Origin, or Sex**

**§ 1602.55 Applicability of State or local law.**

The requirements imposed by the Equal Employment Opportunity Commission in these regulations, subparts O, P, and Q of this part, supersede any provisions of State or local law which may conflict with them.

[40 FR 25189, June 12, 1975]

**Subpart R—Investigation of Reporting or Recordkeeping Violations**

**§ 1602.56 Investigation of reporting or recordkeeping violations.**

When it has received an allegation, or has reason to believe, that a person has not complied with the reporting or recordkeeping requirements of this part or of part 1607 of this chapter, the Commission may conduct an investigation of the alleged failure to comply.

[56 FR 35756, July 26, 1991]

**29 CFR Ch. XIV (7-1-06 Edition)**

**PART 1603—PROCEDURES FOR PREVIOUSLY EXEMPT STATE AND LOCAL GOVERNMENT EMPLOYEE COMPLAINTS OF EMPLOYMENT DISCRIMINATION UNDER SECTION 321 OF THE GOVERNMENT EMPLOYEE RIGHTS ACT OF 1991**

Sec.

1603.100 Purpose.

**Subpart A—Administrative Process**

- 1603.101 Coverage.
- 1603.102 Filing a complaint.
- 1603.103 Referral of complaints.
- 1603.104 Service of the complaint.
- 1603.105 Withdrawal of a complaint.
- 1603.106 Computation of time.
- 1603.107 Dismissals of complaints.
- 1603.108 Settlement and alternative dispute resolution.
- 1603.109 Investigations.

**Subpart B—Hearings**

- 1603.201 Referral and scheduling for hearing.
- 1603.202 Administrative law judge.
- 1603.203 Unavailability or withdrawal of administrative law judges.
- 1603.204 Ex parte communications.
- 1603.205 Separation of functions.
- 1603.206 Consolidation and severance of hearings.
- 1603.207 Intervention.
- 1603.208 Motions.
- 1603.209 Filing and service.
- 1603.210 Discovery.
- 1603.211 Subpoenas.
- 1603.212 Witness fees.
- 1603.213 Interlocutory review.
- 1603.214 Evidence.
- 1603.215 Record of hearings.
- 1603.216 Summary decision.
- 1603.217 Decision of the administrative law judge.

**Subpart C—Appeals**

- 1603.301 Appeal to the Commission.
- 1603.302 Filing an appeal.
- 1603.303 Briefs on appeal.
- 1603.304 Commission decision.
- 1603.305 Modification or withdrawal of Commission decision.
- 1603.306 Judicial review.

AUTHORITY: 2 U.S.C. 1220.

SOURCE: 62 FR 17543, Apr. 10, 1997, unless otherwise noted.

**§ 1603.100 Purpose.**

This part contains the regulations of the Equal Employment Opportunity

Commission (hereinafter the Commission) for processing complaints of discrimination filed under section 321 of the Government Employee Rights Act, 2 U.S.C. 1220.

### Subpart A—Administrative Process

#### § 1603.101 Coverage.

Section 321 of the Government Employee Rights Act of 1991 applies to employment, which includes application for employment, of any individual chosen or appointed by a person elected to public office in any State or political subdivision of any State by the qualified voters thereof:

- (a) To be a member of the elected official's personal staff;
- (b) To serve the elected official on the policymaking level; or
- (c) To serve the elected official as an immediate advisor with respect to the exercise of the constitutional or legal powers of the office.

#### § 1603.102 Filing a complaint.

(a) *Who may make a complaint.* Individuals referred to in § 1603.101 who believe they have been discriminated against on the basis of race, color, religion, sex, national origin, age or disability or retaliated against for opposing any practice made unlawful by federal laws protecting equal employment opportunity or for participating in any stage of administrative or judicial proceedings under federal laws protecting equal employment opportunity may file a complaint not later than 180 days after the occurrence of the alleged discrimination.

(b) *Where to file a complaint.* A complaint may be filed in person, by mail or by facsimile machine to any Commission office or with any designated agent or representative of the Commission. The addresses of the Commission's District, Field, Area and Local offices appear in 29 CFR 1610.4.

(c) *Contents of a complaint.* A complaint shall be in writing, signed and verified. In addition, each complaint should contain the following:

- (1) The full name, address and telephone number of the person making the complaint;
- (2) The full name and address of the person, governmental entity or polit-

ical subdivision against whom the complaint is made (hereinafter referred to as the respondent);

(3) A clear and concise statement of the facts, including pertinent dates, constituting the alleged unlawful employment practices (See 29 CFR 1601.15(b)); and

(4) A statement disclosing whether proceedings involving the alleged unlawful employment practice have been commenced before a State or local FEP agency charged with the enforcement of fair employment practice laws and, if so, the date of such commencement and the name of the agency.

(d) *Amendment of a complaint.* Notwithstanding paragraph (c) of this section, a complaint is sufficient when the Commission receives from the person making the complaint a written statement sufficiently precise to identify the parties and to describe generally the alleged discriminatory action or practices. A complaint may be amended to cure technical defects or omissions, including failure to verify the complaint, or to clarify and amplify its allegations. Such amendments, and amendments alleging additional acts that constitute discriminatory employment practices related to or growing out of the subject matter of the original complaint, will relate back to the date the complaint was first received. A complaint that has been amended after it was referred shall not be again referred to the appropriate state or local fair employment practices agency.

(e) *Misfiled complaint.* A charge filed pursuant to 29 CFR part 1601 or part 1626, that is later deemed to be a matter under this part, shall be processed as a complaint under this part and shall relate back to the date of the initial charge or complaint. A complaint filed under this part that is later deemed to be a matter under 29 CFR part 1601 or part 1626 shall be processed as a charge under the appropriate regulation and shall relate back to the date of the initial complaint.

[62 FR 17543, Apr. 10, 1997, as amended at 71 FR 26829, May 9, 2006]

#### § 1603.103 Referral of complaints.

(a) The Commission will notify an FEP agency, as defined in 29 CFR