

OKLAHOMA DEPARTMENT OF TRANSPORTATION

ADMINISTRATIVE ORDER

No. **B-306-2-(1)**

SUBJECT: GRIEVANCE MANAGEMENT INFORMATION - DISCRIMINATION		PAGE NO: Page 1 of 1 DATED: 06/17/2019
EFFECTIVE DATE: 06/17/2019	ISSUED BY: Director of Finance and Administration	APPROVED BY: /s/ Tim Gatz - Executive Director
REFERENCE FOR: Policy Directive No. B-306-2	DATED: 01/02/1992 and 05/16/1998	

Section 1. Definition of a Discrimination Grievance

A '*discrimination grievance*' within the meaning of this Administrative Order shall be any properly filed complaint of any employee of the Department stating that the employee has been unlawfully discriminated against in his/her employment on account of race, religion, color, sex, national origin, age, disability, retaliation, or genetic information.

Section 2. Filing a Formal Discrimination Grievance

An employee who wishes to file a formal discrimination grievance must follow the procedures outlined in the Department Policy Directive B-301-1 for the filing of a formal grievance with the Grievance Manager. The employee must file within twenty (20) calendar days after the employee is discriminated against, or first becomes aware of discrimination, on account of race, religion, color, sex, national origin, age, disability, retaliation, or genetic information. If the discrimination is a continuing condition, the employee must file within twenty (20) days after the last occurrence.

Section 3. Procedures

The procedures for resolution of discrimination grievances will follow the applicable provisions of Department Policy Directive B-301-1 and the Internal Agency Grievance Resolution Procedure, Merit Rule 455:10-19, except that the employee may omit Step 1.

IMPLEMENTATION (ADVISORY)

The employee should consult the Internal Agency Grievance Resolution and the Grievance Management Information Policy Directive for the procedures and steps to use in a discrimination grievance.

Copies of the Internal Agency Grievance Resolution Form MPC Form 900 shall be available to employees in their Division Office and from the Grievance Manager.