

4. If reporting a complaint to any of the persons set forth in paragraphs 2 through 4 above presents a conflict of interest, the complaint may be filed directly with the Division of EEO/AA, P.O. Box 315, Trenton, NJ 08625. An example of such a conflict would be where the individual against whom the complaint is made is involved in the intake, investigative or decision-making process.
5. In order to facilitate a prompt, thorough, and impartial investigation, all complainants are encouraged to submit a Discrimination Complaint Processing Form (DPF-481). An investigation may be conducted whether or not the form is completed.
6. Each State agency shall maintain a written record of the discrimination/harassment complaints received. Written records shall be maintained as confidential records to the extent practicable and appropriate. A copy of all complaints (regardless of

i. The allegations were either substantiated or not substantiated; and
ii. A violation of the State Policy Prohibiting Discrimination in the Workplace did or did not occur.

- b. The investigation of a complaint shall be completed and a final letter of determination shall be issued no later than 120 days after the initial intake of the complaint referred to in Paragraph 8 above is completed.
- c. The time for completion of the investigation and issuance of the final letter

13. In a case where a violation has been substantiated, and no disciplinary action recommended, the party(ies) against whom the complaint was filed may appeal the substantiated determination to the NJCSC at the address indicated in Paragraph 13 above within 20 days of receipt of the final letter of determination by the **System Vice President/CHRO/CAO (or authorized designee)**.
 - a. The burden of proof shall be on the appellant.
 - b. The appeal shall be in writing and include the final letter of determination, the reason for the appeal, and the specific relief requested.
 - c. If disciplinary action has been recommended in the final letter of determination, any party charged who is in the career service may appeal using the procedures set forth in N.J.A.C. 4A:2-2 and 3.

14. Where an appeal of a decision on a discrimination complaint has been filed with the NJCSC, the Director of the Division of E28(t)-3(re)9(r A)4(O 8(2)3(2)5(f)-3(a)-3(II)4()-61(b)6

Newark, NJ 07102
(973) 648-2700

South Shore Regional Office
1325 Boardwalk, 1st Floor
Tennessee Avenue and Boardwalk
Atlantic City, NJ 08401
(609) 441-3100

Southern Regional Office
5 Executive Campus, Suite 107
Cherry Hill, NJ 08034
(856) 486-4080

United States Equal Employment Opportunity Commission (EEOC)
(Within 300 days of the discriminatory act)
National Call Center 1 800-669-4000

*Newark Area Office
2 Gateway Center, 17th Floor
Newark, NJ 07102
(973) 645-4684

**Philadelphia District Office
801 Market Street, Suite 1300 Philadelphia,
PA 19107-3127
(215) 440-2600

* Newark Area Office has jurisdiction over the State of New Jersey Counties of Bergen, Essex, Hudson, Hunterdon, Mercer, Middlesex, Monmouth, Morris, Passaic, Somerset, Sussex, Union and Warren.

** The Philadelphia District Office has jurisdiction over the State of New Jersey, Counties of Atlantic, Burlington, Camden, Cape May, Cumberland, Gloucester, Ocean and Salem.

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