

COMPLAINT FILING PROCEDURES

Steps in Procedures	Timeline
An applicant or employee may file a written complaint (PDF) with the appropriate head of the principal unit within 1 year after the complainant knew, or reasonably should have known, of the alleged violation of the State’s Fair Employment Practices Policy (SPP 5-211).	1 Year
A complaint filed under SPP Title 5-211 (A) (2) alleging harassment in violation of § 20–606(a)(5) of the State Government Article must be filed within two years after the alleged violation that is the basis for the complaint. This includes, but is not limited to, sexual harassment complaints and bullying/harassment complaints that include a protected status basis.	2 Years
After receiving the complaint, the agency Equal Employment Opportunity Officer shall investigate and recommend a proposed decision to the head of the principal unit. The head of the principal unit shall issue a written decision to the complainant and may grant any appropriate relief. Please note: The time period may be extended to an additional 30 days if the applicant or employee who filed the complaint provides written authorization to the Equal Employment Opportunity Officer investigating the complaint. Therefore, the investigation should not exceed 90 days.	60 Days
The complainant may appeal, in writing, to the Department of Budget and Management, Office of the Statewide Equal Employment Opportunity Coordinator, Room 607, 301 West Preston Street, Baltimore, MD 21201.	10 Days
After receiving the appeal, the Statewide Equal Employment Opportunity Coordinator shall review the complaint and the agency’s decision and conduct any necessary investigation. The Office of the Statewide Equal Employment Opportunity Coordinator shall issue the final decision, which may be to grant the relief requested by the complainant or dismiss the complaint.	30 Days