

NON-DISCRIMINATION / COMPLAINT PROCEDURES

Illinois Laborers' & Contractors Joint Apprenticeship & Training Program will have full authority to supervise the enforcement of their Registered Apprenticeship Standards. Its decision will be final and binding on the Sponsoring Employer, and the Apprentice, unless otherwise noted below:

The sponsor will hear and resolve all complaints of violations concerning the apprenticeship agreement and the registered apprenticeship standards for which written notification is received within 15 days of the alleged violations. The sponsor will make such rulings as it deems necessary in each individual case within 30 days of receiving the written notification. Either party to the apprenticeship agreement may consult with the Registration Agency for an interpretation of any provision of these standards over which differences occur. The name and address of the appropriate authority to receive, process and dispose of complaints is:

Illinois Laborers' & Contractors Joint Apprenticeship & Training Program
Attn: Michelle Payne-Leerhoff, Appr Director/EEO Compliance
1730 750 N Avenue
Mt. Sterling, Illinois 62353

If an applicant or an Apprentice believes an issue exists that adversely affects his/her participation in the apprenticeship program or violates the provisions of the Apprenticeship Agreement or Standards, relief may be sought through one or more of the following avenues, based on the nature of the issue:

Non-Discrimination Complaints (29 CFR Part 29)

1. Any controversy or difference arising under an apprenticeship agreement which cannot be adjusted locally and which is not covered by a collective bargaining agreement, may be submitted by an Apprentice, or his/her authorized representative to U.S. Department of Labor, Office of Apprenticeship for review. Matters covered by a collective bargaining agreement are not subject to such review.
2. The complaint must be in writing and signed by the complainant, or authorized representative, and be submitted within 60 days of the final local decision. It shall set forth the specific matter(s) complained of, together with all relevant facts and circumstances. Copies of all pertinent documents and correspondence shall accompany the complaint. The Office of Apprenticeship will render an opinion within 90 days after receipt of the complaint, based upon an investigation. When an opinion is rendered, copies of will be sent to all involved parties.

YOUR RIGHT TO EQUAL OPPORTUNITY

It is against the law for a sponsor of an apprenticeship program registered for Federal purposes to discriminate against an apprenticeship applicant or apprentice based on race, color, religion, national origin, sex, sexual orientation, age (40 years or older), genetic information, or disability. The sponsor must ensure equal opportunity with regard to all terms, conditions, and privileges associated with apprenticeship. If you think that you have been subjected to discrimination, you may file a complaint within 300 days from the date of the alleged discrimination or failure to follow the equal opportunity standards with the United States Department of Labor, Office of Apprenticeship.

Unites States Department of Labor-Office of Apprenticeship

308 West State Street, Suite #403
Rockford, Illinois 61101

You may also be able to file complaints directly with the EEOC, or State fair employment practices agency. If those offices have jurisdiction over the sponsor/employer, their contact information is listed below:

Contact Information

U.S. Equal Employment Opportunity Commission

The U.S. Equal Employment Opportunity Commission (EEOC) may be reached at 1-800-669-4000 (toll-free) or 1-800-669-6820 (toll-free TTY number for individuals with hearing impairments). EEOC field office information is available at www.eeoc.gov or in most telephone directories in the U.S. Government or Federal Government section. Additional information about EEOC, including information about charge ling, is available at www.eeoc.gov.

Illinois Department of Human Rights

The Illinois Department of Human Rights has an address at James R. Thompson Center 100 West Randolph Street, Suite 10-100 Chicago, IL 60601 and may be reached that the following phone numbers: (312) 814-6200 or (800) 662-3942 (866) 740-3953 (TTY). The IDHR's fax number is (312) 814 6251.

Complaint Procedure

Each complaint filed must be made in writing and include the following information:

1. Complainant's name, address and telephone number, or other means for contacting the complainant;
2. The identity of the respondent (i.e. the name, address, and telephone number of the individual or entity that the complainant alleges is responsible for the discrimination);
3. A short description of the events that the complainant believes were discriminatory, including but not limited to when the events took place, what occurred, and why the complainant believes the actions were discriminatory (for example, because of his/her race, color, religion, sex, sexual orientation, national origin, age (40 or older), genetic information, or disability);
4. The complainant's signature or the signature of the complainant's authorized representative.