

03-101-4 Attachment E: Unified Complaint Log Tracker

Organization	MassHire Department of Career Services (MDCS)		Available Training - TO BE COMPLETED BY JUNE 30TH						Complaint Officer	Backup CO	Equal Opportunity Officer (EOO)	Backup EOO	Hearings Officer	
Career Center	Click to select from drop-down list		Unified Complaint System - Module I: Fundamentals											REQUIRED
Complaint Officer (CO)			Unified Complaint System - Module IIa: Types of Complaints & Jurisdictions Employer-related law, Wagner Peyser, and Apparent Violations											OPTIONAL
Backup Complaint Officer			Case in Point Employer-related law, Wagner Peyser, and Apparent Violations											
Equal Opportunity Officer (EOO)			Unified Complaint System - Module IIb: Types of Complaints & Jurisdictions Training and Service Complaints / Training Providers											
Backup Equal Opportunity Officer			Case in Point Training and Service Complaints / Training Providers											
Hearings Officer			Unified Complaint System - Module IIc: Types of Complaints & Jurisdictions Discrimination, EEOC, and MCAD											
Submitted by			Case in Point Discrimination, EEOC, and MCAD											
Enter any notes here.			Unified Complaint System - Module III: The Unified Complaint System Hearings Process											
MassHire Department of Career Services (MDCS) Unified Complaint System Complaint Log														
Quarter Submitted	Complaint Number	Date Filed 00/00/00	Complainant Name	Respondent Name	MSFW? (Yes/No)	Type of Complaint	Status of Complaint	Resolution Date 00/00/00	Outcome	Appealed to SCQ? (Yes/No)	Appeal Resolution Date 00/00/00	Comments (500 characters maximum) IMPORTANT: This area MUST be completed		
					Click to select from drop-down list	Click to select from drop-down list		Click to select from drop-down list						
					Click to select from drop-down list	Click to select from drop-down list		Click to select from drop-down list						
					Click to select from drop-down list	Click to select from drop-down list		Click to select from drop-down list						