**Complaint/EEO/Hearings Officer List**

**Career Center, Affiliate Offices, Youth Centers**

**FY25**

**AREA:**

**Career Center and Youth Career Center (same site location)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Career Center(s)** | **Complaint Officer \*** | **Back Up Complaint Officer \*\*** | **Equal Opportunity Officer \*** | **Back Up Equal Opportunity Officer \*\*** | **Hearings Officer** |  **Most Recent Training Date Completed** |
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|  |  |  |  |  |  |  |

***Applies for all three (3) grids:***

* ***\* Complaint Officer(s) and Equal Opportunity Officer(s) may be the same person***
* ***\*\* Back Up Complaint Officer(s) and Back Up Equal Opportunity Officer(s) may be the same person if an area chooses but the Back Up Officer(s) cannot be the same as the Primary Officer(s)***

***Note: Complaint/Hearings Officers must be designated staff that will not be directly affected by or will not be implementing the resolution of the grievance or complaint. This form has been revised to fulfill the requirements within Policy 100 DCS 03.101.3.***

**Affiliate Site(s)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Location** | **Name of Trained Staff Person to take Complaint(s)** | **Title** | **Most Recent Training Date Completed** |
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**Youth Center (separate site location)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Location** | **Name of Trained Staff Person to take Complaint(s)** | **Title** | **Most Recent Training Date Completed** |
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**For each Officer(s) listed in all grids above, please include their current contact number and email address below.**

|  |  |  |
| --- | --- | --- |
| **Name** | **Contact Number** | **Email Address** |
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**Workforce Board Designee Signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date Signed**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

MassHire Programs & Services are funded in full by US Department of Labor (USDOL) Employment and Training Administration grants. Additional details furnished upon request.

An equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.

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