

## **Frequently Asked Questions for the New CDCR 693**

### **1. Why are there so many pages?**

The Office of Civil Rights (OCR) has been working on updating the current policies and procedures to improve the office's quality and efficiency, including developing a new computer system.

One of the solutions to increase the office's quality and efficiency is to reduce the time it takes to process the complaint at intake. The new CDCR 693 includes most of the information currently collected with the former CDC 693, as well as information collected during the intake phone interviews with the complainant. The form may seem lengthy, but if you compare the new form to the former form and the intake interview, the new form is not asking the complainant for anything more than what they are currently being asked for now.

Please note that a complainant is only requested to complete the form to the best of their knowledge.

### **2. Is there an electronic version available?**

No. But an electronic version is being worked on. OCR is planning on receiving complaints through our intranet website in the future.

### **3. Why are the instructions not on the last page as indicated?**

At the top right corner of the first page of the new CDCR 693, it indicates "Please See Instructions on Last Page." If you do not see the instructions, it is likely that you may be looking at the draft version of the form, which OCR distributed for pilot-testing in January 2008.

The approved form is printed double-sided, stapled, and includes the instructions on the last page.

### **4. What if the complainant does not have all of the information requested under the respondent's section? (Section IV. Respondent (RP) Information)**

Complainants are only requested to fill out the form to the best of their knowledge.

### **5. Are EEO Counselors expected to fill out the CDCR 693 for the complainant?**

No. EEO Counselors may only assist the complainant by providing general information related to the form. The EEO Counselor should NOT aid the complainant in providing specific complaint information.

### **6. What is the role of the EEO Coordinator and EEO Counselor as it pertains to the new CDCR 693 and Local Intervention Process (LIP)?**

Within the new LIP, the CDCR 693 will be used for the intake interview by an EEO Counselor. An EEO Counselor will take the CDCR 693 with him/her to the LIP intake interview with the complainant and help the complainant to complete the form. (Except when the complainant has already filled out the CDCR 693 during the initial complaint) The complainant is responsible for providing specific complaint information.

### **7. Do I have to provide my gender, age group, and ethnicity? (Section I. Complainant (CP) Information, Section III. Third Party Complaint Information, and Section IV. Respondent (RP) Information)**

Yes, if the complaint is related to these categories. The complainant is NOT required to provide his or her gender, age group, or ethnicity if the basis of the complaint is something other than gender, age, or ethnicity/race (e.g., disability, retaliation). However, the collection of this information is important for statistical purposes. Collecting this information will allow OCR to see the demographics and/or trends of the complaints and potentially prevent future discrimination.

**8. Question 2, under the Third Party Complaint section, does not make sense. Doesn't the person filing a Third Party Complaint know who was actually subjected to the alleged discrimination?**  
(Section III. Third Party Complaint Information)

Not always. The person filing a Third Party Complaint may not be able to identify who was actually subjected to the alleged discrimination.

For example, a complainant may file a discrimination complaint concerning an incident at their work site where Russian employees received an anonymous discriminatory note in their lockers. In this case, the person subjected to the discrimination may remain unidentifiable since the complainant may not be aware of all the Russian employees who received the anonymous note.

Another possible scenario is, a complainant may file a discrimination complaint concerning a racially discriminatory poster on a bulletin board. The complainant thinks that the poster is discriminatory against Hispanic employees and wants it to be removed. In this case, it is difficult for the complainant to identify all of the Hispanic employees who are subjected to the discrimination; therefore, they may check the box, "No."

**9. The page numbers are missing after page 3.**

The first 3 pages are indicated at the top right corner of the form. However, the page numbers after page 3 and the total number of the pages are left blank with parentheses. The CDCR 693 only includes pages for one respondent and one allegation. If a complaint includes more than one respondent and/or allegation, the complainant must add additional pages for each additional respondent and each additional allegation.

EEO Coordinators and Counselors are recommended to keep additional copies of the respondent and allegation pages in order to avoid using an entire form packet when only additional respondent and allegation pages are necessary.

**10. Who are the EEO Representatives?** (Section V. Complaint (Allegation) Information, part "g")

EEO Coordinators, EEO Counselors, Hiring Authorities, the Office of Civil Rights, and any supervisor within CDCR (they do not have to be your direct supervisor) are considered EEO Representatives