

Instructions to complete the Employment Complaint Inquiry Form

Please complete all applicable sections of the Employment Complaint Inquiry Form to the best of your knowledge. The Kentucky Commission on Human Rights (KCHR) will review your submission to determine whether a charge of discrimination may be filed on your behalf under the Kentucky Civil Rights Act (KRS 344). KCHR only has jurisdiction in the state of Kentucky.

KCHR can only receive and investigate employment discrimination complaints based on protected classes recognized under state law. These include **age (40 and over), color, disability, national origin, race, religion, sex, pregnancy, and smoking.**

You may also file a **retaliation** complaint if you were retaliated against for:

- Complaining about unlawful discrimination based on a protected class
- Participating as a witness in a discrimination complaint
- Refusing to carry out a discriminatory order based on a protected class

Harassment is unlawful only when it is based on a protected class. Sexual harassment is unlawful.

Part 1. Complainant Information

The complainant is the individual who experienced the alleged discrimination. If the affected individual is a minor, a legal guardian may file the complaint on the minor's behalf. Please provide:

- Complainant's full legal name
- Complete mailing address (street, unit/apartment if applicable, city, state, ZIP code)
- Phone number
- Email address
- Emergency contact information

Part 2. Respondent Information

The respondent is the employer (company), labor union, or licensing agency against whom the complaint is filed. Please provide:

- Respondent's full legal name
- Complete mailing address (street, city, state, ZIP code)
- Phone number
- Email address

Verify the respondent's legal name and address using your pay stubs or W-2 forms. If available, include the email address of the owner, human resources director, manager, or supervisor.

Part 3. Type of Complaint

Select Employment to receive the appropriate follow-up questions. Complaints related to back pay or wages are considered employment complaints, not financial transactions.

Part 4. Basis of Discrimination

Select one or more protected classes that apply to your complaint:

- Age (40 and over)
- Color
- Disability
- National Origin
- Race
- Religion
- Sex
- Pregnancy
- Smoking

KCHR does not have jurisdiction to file a complaint unless it is based on one or more of these protected classes.

For discrimination claims involving unequal treatment, you must identify comparable situations where other employees were treated differently due to a protected class. Comparable situations are not required for complaints involving reasonable accommodation for disability.

Select **Retaliation** only if you experienced adverse action after:

- Complaining about discrimination
- Participating in a discrimination investigation
- Refusing to carry out a discriminatory order

Part 5. Date of Incident

Provide the date of the most recent incident of the alleged discrimination. KCHR can only investigate incidents that occurred within the past **180 days**. If there is more than one incident, please list them in chronological order.

If more than 180 days have passed but it less than 300 days, a complaint might be filed with the U.S. Equal Employment Opportunity Commission (EEOC).

Also provide:

- Date of hire
- Last day of work (if applicable)
- Job title or position

Part 6. Number of Employees

To the best of your knowledge, provide the number of employees working for the respondent.

- The respondent must have at least **8 employees**
- For disability and pregnancy complaints, at least **15 employees** are required
- If the respondent has **15 or more employees**, the charge will be dual filed with the EEOC

Part 7. Prior Filings

Indicate whether you have already filed a complaint regarding this matter with another agency.

Part 8. Summary of Complaint

Provide a clear, chronological summary of the alleged discrimination, including relevant dates. Explain how you were treated differently compared to other employees in similar situations.

If your complaint involves retaliation, include:

- The date you complained about discrimination
- The date the retaliation occurred
- The adverse action that occurred as retaliation

Please avoid assumptions or accusations. Limit your summary to **300 words**. If KCHR files a charge of discrimination, you will have an opportunity to provide additional details during the investigation.

Part 9. Mediation

KCHR does not offer mediation services currently. However, opportunities for conciliation will be provided during the investigation.