

## COUNTY LOCAL LAWS

PARTY, DIRECTLY WITH A COURT OF COMPETENT JURISDICTION.

COMPLAINTS RECEIVED BY THE COMMISSION AGAINST THE COUNTY, ITS AGENCIES OR INSTRUMENTALITIES SHALL BE EXPEDITIOUSLY REFERRED TO THE COUNTY PERSONNEL BOARD. ANY COMPLAINT REFERRED TO THE PERSONNEL BOARD BY THE COMMISSION SHALL BE TREATED AS IF IT WERE A DIRECT APPEAL PURSUANT TO THE PERSONNEL REGULATIONS. UPON RECEIPT OF ANY SUCH REFERRAL, THE PERSONNEL BOARD SHALL CONSIDER THE INFORMATION AND CONDUCT A HEARING THEREON. THE BOARD SHALL THEN RENDER A FINAL DECISION ON THE REFERRED COMPLAINT, WHICH DECISION SHALL BE EXPEDITIOUSLY TRANSMITTED IN WRITING TO THE COMPLAINANT, THE HUMAN RELATIONS COMMISSION AND THE CHIEF ADMINISTRATIVE OFFICER OF THE COUNTY. IN THE EVENT THAT THE PERSONNEL BOARD FAILS TO TAKE ANY ACTION ON A REFERRAL FROM THE COMMISSION WITHIN THIRTY (30) DAYS FROM THE DATE OF SUCH REFERRAL, THE COMMISSION MAY PROCEED AS PROVIDED IN SECTION 27-33 OF THIS ARTICLE.

27-36. NOTICES TO BE POSTED; REPORTS AND RECORDS.

(A) EVERY EMPLOYER, EMPLOYMENT AGENCY AND LABOR ORGANIZATION SHALL POST AND KEEP POSTED IN CONSPICUOUS PLACES UPON ITS PREMISES, WHERE NOTICES TO EMPLOYEES, APPLICANTS FOR EMPLOYMENT, AND MEMBERS ARE CUSTOMARILY POSTED, A NOTICE IN SUCH FORM AND LANGUAGE AS SHALL BE APPROVED BY THE COMMISSION, SETTING FORTH, IN SUMMARY, THE PERTINENT PROVISIONS OF THIS ARTICLE, AND INFORMATION PERTINENT TO THE FILING OF A COMPLAINT.

(B) EVERY EMPLOYER, EMPLOYMENT AGENCY, AND LABOR ORGANIZATION, SUBJECT BOTH TO THIS ARTICLE AND TO TITLE VII OF THE CIVIL RIGHTS ACT OF 1964, SHALL FURNISH TO THE COMMISSION ALL REPORTS THAT MAY BE REQUIRED BY THE EQUAL EMPLOYMENT OPPORTUNITY COMMISSION ESTABLISHED UNDER THE CIVIL RIGHTS ACT OF 1964.

(C) EVERY EMPLOYER, EMPLOYMENT AGENCY AND LABOR ORGANIZATION SUBJECT TO THIS ARTICLE SHALL PRESERVE ALL REGULARLY KEPT PERSONNEL OR EMPLOYMENT RECORDS (INCLUDING, BUT NOT NECESSARILY LIMITED TO, APPLICATION FORMS SUBMITTED BY APPLICANTS AND OTHER RECORDS HAVING TO DO WITH HIRING, PROMOTION, DEMOTION, TRANSFER, LAYOFF OR TERMINATION, RATES OF PAY OR OTHER TERMS OF COMPENSATION AND SELECTION FOR TRAINING OR APPRENTICESHIP) FOR THE TERM OF THE EMPLOYEE'S EMPLOYMENT AND A PERIOD OF SIX (6) MONTHS FOLLOWING TERMINATION OF EMPLOYMENT. WHERE A CHARGE OF DISCRIMINATION HAS BEEN FILED AGAINST AN EMPLOYER, EMPLOYMENT AGENCY, OR LABOR ORGANIZATION UNDER THIS ARTICLE, THE RESPONDENT SHALL PRESERVE ALL PERSONNEL RECORDS, INCLUDING EMPLOYMENT APPLICATIONS, RELEVANT TO THE CHARGE OR ACTION UNTIL FINAL DISPOSITION OF SUCH CHARGE OR ACTION.