



Notice of Election to Utilize Equal Employment Opportunity Statutory Complaint Procedures

This form was negotiated by the U.S. Department of Housing and Urban Development and the American Federation of Government Employees (AFGE) to advise you of your right to elect to appeal your EEO concern through either the statutory appeal procedure (29 CFR Section 1613.201) or the negotiated grievance procedure (AFGE Contract Article 22). If after discussing your situation with the EEO Counselor, you authorize the Counselor to contact Management officials concerning this matter, you will have elected to use the statutory procedure. If you make this choice, check the appropriate block on this form.

If you do not wish to elect the statutory procedure, you are requested to check the second or third block.

Please note that different time standards apply under the statutory

time frame and the grievance procedure. Under the statutory procedure, a matter must be brought to the attention of an EEO Counselor 30 *calendar* days from the day of the matter causing the employee to believe he/she has been discriminated against (or if a personnel action, within 30 days of the effective date of the action). However, any grievance must be filed within 30 workdays of the day the employee knew or should have known of the act giving rise to the grievance.

The execution of this form does not constitute the filing of a grievance.

To file a grievance, you must follow the procedures set forth in Article 22 of the AFGE/HUD Agreement. You may wish to contact a Union representative before making this decision.

- I elect the statutory EEO procedure. I understand that this authorizes the Counselor to contact Management officials. I further understand that I cannot use the negotiated grievance procedure.
- I elect the grievance procedure and I understand that the filing of a formal grievance (Appendix E) is necessary before my complaint can be resolved pursuant to Article 22 of the AFGE/HUD Agreement. I also understand that I cannot use the statutory EEO procedure.
- I do not elect either the statutory procedure or the grievance procedure and I understand that the matter will be dropped.

Signature

Date