



LAWRENCE J. HOGAN, JR.
Governor

BOYD K. RUTHERFORD
Lieutenant Governor

DAVID R. BRINKLEY
Secretary

MEMORANDUM

To: EEO Officers

From: Glynis Watford, Statewide EEO Coordinator *G.W.*

Date: January 31, 2014

Subject: Employee Complaint Assistance Program

Over the last year, several agencies have contacted the Office of the Statewide EEO Coordinator (OSEEOC) requesting assistance in conducting specific Equal Employment Opportunity (EEO) investigations due to special circumstances that might impair or be perceived to impair the agency's ability to perform an objective investigation.

To address the periodic need for assistance from an external investigator, I am pleased to announce the establishment of an Employee Complaint Assistance Program (ECAP). Through ECAP, participating EEO Officers will be available to conduct investigations for sister agencies, upon request, in the event that a situation as outlined below should occur.

1. The accused is the agency head or the investigator's immediate supervisor;
2. The investigator has a relationship, either personal or professional, with the complainant, the respondent, or both;
3. The investigator, due to personal reasons, feels s/he cannot be objective; or
4. Other situations to be considered on a case by case basis.

If your agency has a need to use the ECAP, please complete the ECAP Agency Needs Assessment Questionnaire and send to Norma Belton via fax at (410) 333-5004 or email to norma.belton@maryland.gov. For more information about ECAP, please contact the OSEEOC at 410-767-3800.

Thank you

~Effective Resource Management~

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