

What Should I Expect During the Investigation?

OFEP may work to resolve your complaint through informal means such as mediation and conciliation. OFEP may conduct fact-finding to determine if there is reasonable cause to believe that discrimination occurred. You will receive notice after the investigation concludes.

OFEP will investigate complaints as promptly as possible and take necessary steps to prevent any unlawful conduct.

Anti-retaliation

Federal law, state law and County policy prohibit retaliation for filing a discrimination complaint. If an adverse action is taken against you because of your complaint, contact OFEP immediately.

Contact Information

Miami-Dade County Office of Human Rights and Fair Employment Practices

111 NW 1st St., 22nd Floor
Miami, FL 33128
Phone: 305-375-2784
Fax: 305-375-2114
Email: OFEP@miamidade.gov
www.miamidade.gov/humanrights

Equal Employment Opportunity Commission
Two Biscayne Blvd., Ste. 2700
Miami, FL 33131
Phone: 305-808-1740

Florida Commission on Human Relations
2009 Apalachee Pkwy, Ste 100,
Tallahassee, FL 32301
Phone: 850-488-7082



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District 11

José "Pepe" Diaz

District 12

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District 13

Harvey Ruvin

Clerk of Courts

Carlos Lopez-Cantera

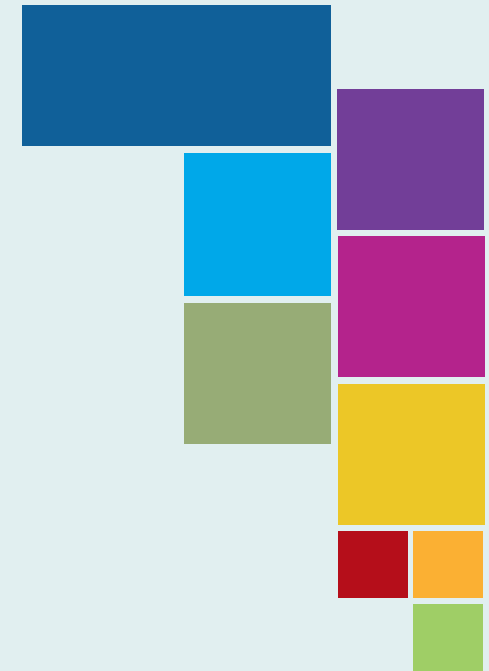
Property Appraiser

Robert A. Cuevas Jr.

County Attorney

How to File a Complaint of Job Discrimination

Diversity
matters at Miami-Dade County



Miami-Dade County Office of
Human Rights and Fair Employment Practices

No Miami-Dade County Employee May Be Discriminated Against Based on:

- race
- sex
- color
- national origin
- religion
- age
- disability
- ancestry
- marital or familial status
- pregnancy
- sexual orientation
- the exercise of constitutional or statutory rights

What Employment Actions are Covered

You may not be treated poorly or differently because of your membership in a protected category (noted above). Employment actions such as the following are covered:

- Hiring and firing
- Promotions
- Compensation
- Disciplinary actions
- Training/career development
- Attendance and Leave
- Work schedule/Break times

- Work assignment
- Office assignment
- Terms and conditions of employment

Filing a Discrimination Complaint

If you believe you have been discriminated against, you have a number of options. You can make a complaint with:

- Office of Fair Employment Practices (OFEP) *(Complaint should be filed promptly)*
- Your department's Fair Employment Practices Liaison
- Equal Employment Opportunity Commission *(You have 300 days to file; sexual orientation & marital status not covered)*
- Florida Commission on Human Relations *(You have 365 days to file; sexual orientation not covered)*

How to File a Complaint with OFEP

The first step in filing a discrimination complaint is the "intake" process where you will need to provide specific information to OFEP about your complaint. You can file a complaint by coming to our office, or sending the complaint form to us.

This form is available on our website: www.miamidade.gov/humanrights. Once your complaint is received, you should expect a follow-up interview with someone in our office.

After the Intake Process is Completed

After the intake process is completed, OFEP will assess the information you provided to determine if there is a basis to initiate a formal investigation of your complaint. OFEP may need additional information from you to make this determination. If OFEP determines that it cannot investigate your complaint, you will receive notice.

Anti-retaliation

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