

# How to File an Employment Discrimination Case

If you feel you have been discriminated against, please contact the City of Springfield's Office of Community Relations which is located at 1450 Groth Street, Springfield, IL 62703 or by calling (217) 789-2270

**City of Springfield's Office of Community Relations**  
1450 Groth Street, Springfield - 217.789.2270  
Juan Huerta, Director



# Filing Employment Discrimination Claims

- A charge must be filed with Community Relations within 180 days of the alleged discrimination.
- Community Relations establishes whether jurisdiction has been met.
- If jurisdiction has been met, an official charge will be produced.
- The official charge form must be returned to Community Relations in a timely manner for processing.

City of Springfield's Office of Community Relations  
1450 Groth Street, Springfield - 217.789.2270  
Juan Huerta, Director



## Who Can Be Charged?

- Community Relations investigates charges of employment discrimination filed against private employers, unions and employment agencies.
- The employer charged with discrimination must have at least five (5) employees with the exception of charges related to sexual harassment and disability.

City of Springfield's Office of Community Relations  
1450 Groth Street, Springfield - 217.789.2270  
Juan Huerta, Director



# EEOC

## Protected class areas of employment discrimination

- Race
- Color
- Religion
- Gender
- National origin
- Disability
- Age (40 and over)
- Sexual Harassment
- Sexual Orientation
- Transgender/Gender Identity
- Ancestry
- Marital Status
- Pregnancy
- Retaliation

*If already filed a charge with Community Relations*

**City of Springfield's Office of Community Relations**  
1450 Groth Street, Springfield - 217.789.2270  
Juan Huerta, Director

