

U.S. EQUAL EMPLOYMENT OPPORTUNITY COMMISSION  
**Philadelphia District Office**

801 Market Street, Suite 1300  
Philadelphia, PA 19107-3127  
(215) 440-2600  
TTY (215) 440-2610  
FAX (215) 440-2847

**NOTICE OF CHARGE OF DISCRIMINATION**

You are hereby notified that the above-referenced charge of employment discrimination has been received by the Pennsylvania Human Relations Commission (PHRC) and sent to the EEOC for dual-filing purposes. This Notice is being sent to you by the PHRC on behalf of the EEOC simultaneously with the PHRC's notification to you of the filing of the charge with the PHRC. The charge has been assigned the EEOC and PHRC charge numbers shown above. A copy of the charge is included with these Notices.

While EEOC has jurisdiction (upon the expiration of any 60-day deferral requirement if this is a Title VII or ADA charge) to investigate this charge, EEOC may refrain from beginning an investigation and await the issuance of PHRC's final findings and orders. These final findings and orders will be given weight by EEOC in making its own determination as to whether or not reasonable cause exists to believe that there has been a violation of the statute(s) administered by EEOC.

You are therefore urged to cooperate fully with the PHRC. All facts and evidence provided by you to the PHRC in the course of its proceedings will be considered by EEOC when it reviews the PHRC's final findings and orders. In many instances the EEOC will take no further action, thereby avoiding the necessity of an investigation by both the PHRC and the EEOC. This likelihood is increased by your full cooperation with the Commission. **Unless you are notified that EEOC has initiated an investigation, do not submit position statements, letters of representation, documents, or other types of evidence to EEOC since EEOC will not maintain a case file.**

As a party to the charge, you may request that EEOC review the PHRC's final decision and order. For such a request to be honored, you must notify the EEOC in writing within 15 days of your receipt of PHRC's final closure notification. Such a request should be forwarded to EEOC at the address shown in the letterhead above, to the attention of the State and Local Unit. If the PHRC terminates its processing without issuing a final finding and order, or the charge is otherwise one which requires further EEOC processing, you will be contacted further by EEOC. Regardless of whether the PHRC or EEOC processes the charge, the record keeping and non-retaliation provisions of Title VII, the ADA and the ADEA as explained in the "EEOC Rules and Regulations" apply.

Sincerely,

Jamie Williamson  
District Director