

Department of Workforce Development
Equal Rights Division
819 N. 6th Street, Rm. 723
Milwaukee, WI 53203-7997
Telephone: (414) 227-4384
Fax: (414) 227-4084
TTY: (414) 227-4081



Scott Walker, Governor
Raymond Allen, Secretary

January 29, 2018

NOTICE OF COMPLAINT
WISCONSIN FAIR EMPLOYMENT LAW

JACLYN R KITCHIN
11909 W LAKEFIELD DR
MILWAUKEE WI 53227
Complainant

vs.

ATTN: CITY CLERK
CITY OF WEST ALLIS
7525 W GREENFIELD AV
WEST ALLIS WI 53214
Respondent
ERD Case No.: CR201800101
EEOC Case No: 26G201800392C

RECEIVED

JAN 31 2018

CITY OF WEST ALLIS
CITY CLERK

To the Respondent:

The enclosed complaint alleges a violation of the Wisconsin Fair Employment Act, Wis. Sections 111.31-111.397, Wis. Stats.

If you are interested in exploring early resolution of this dispute, please contact me immediately. The Equal Rights Division offers free mediation services prior to investigation with an experienced Administrative Law Judge/Mediator. Additional information regarding the mediation process can be found on our website at https://dwd.wisconsin.gov/er/civil_rights/discrimination/settlement_process.htm or <https://goo.gl/ZSZdWd>

If you prefer an investigation, I must receive your written response to the complaint within 30 calendar days of the date of this letter. If you intend to hire an attorney, do so immediately so your answer is received within 30 days. In your response, please:

1. Raise applicable timely filing or jurisdictional objections, such as the 300-day statute of limitations.
2. Respond to the allegations made in the complaint, explain areas of disagreement, and provide any relevant documentation and comparative data that supports your position.
3. Redact any personal information, such as social security numbers and home addresses for any employees referenced in your response.

Send a copy of your response to the Complainant and the Complainant's attorney, if known.

To the Complainant:

No response is required from you at this time. I will contact you when I need information from you. Your complaint has been cross-filed with the Equal Employment Opportunity Commission (EEOC), which is a federal government agency that investigates discrimination complaints. Please keep me informed if your address or telephone number changes.

Please direct all correspondence and inquiries to:

Sincerely,
Civil Rights Bureau

Leticia Daley
Equal Rights Officer
414-227-4316
leticia.daley@dwd.wisconsin.gov

Enclosure(s)

cc:
JACLYN R KITCHIN
11909 W LAKEFIELD DR
MILWAUKEE WI 53227

ATTN: CITY CLERK
CITY OF WEST ALLIS
7525 W GREENFIELD AV
WEST ALLIS WI 53214

EEOC – MILWAUKEE AREA OFFICE