

Integrated Mission System

Private Release Memo

Release Date: 11/23/2009

New Statute:

- A new statute will be added to the IMS applications, Genetic Information Nondiscrimination Act (GINA). The bases for this Statute are Genetic Information Discrimination and Retaliation. The GINA Issues include the standard issues available under Title VII, as well as two issues previously only available under ADA – Breach of Confidentiality and Prohibited Medical Inquiry/Exam. See *Figure 1*. There are also corresponding changes to Forms and Letters to reflect GINA, as noted below.

Actions:

- When a user transfers class charges as a group via the A0 action, previously for the lead charge only the B4 action was auto-generated to set the Function/Unit to I/1. This has been corrected so that B4 is auto-generated for all the charges in the class. See *Figure 2*.
- The A3 has been fixed to post lead charges to groups of class charges that have been merged together via the H8 action, Merge Class. See *Figure 3*.
- The Created By field on the Action tab has been widened so that the full length of the user id is visible. See *Figure 4*.

Form & Letters

- The name prefix field for the respondent contact now appears in the salutation for the Request for Information and Respondent Offer Letter, provided the prefix

is selected upon creation of the respondent contact. See *Figure 5*.

- To prevent users from having to type in the titles for the Director and FEPA Contact on the Form 212, the form has been corrected to include the titles of these officials. See *Figure 6*.
- Form 161B has been corrected so that the "More than 180 Days" checkbox will be checked any time there is any combination of Title VII, ADA or GINA allegations for a charge. See *Figure 7*.
- The Forms and Letters that reference allegation information now include the GINA allegation and information regarding GINA if required. These are the Form 5 with Letters 2C and 2D, 131, 133, 151, 161, 161A, 161B, Form 257, Form 257 with Letters to CP and DOJ, and Letters 2B, 2G, 2H and 2J.

View Modify Charge:

- The comment field on the Action tab has been increased to allow for 4,000 characters to be entered. See *Figure 8*.
- The Additional Address tab in the View Charge module has been updated to include Respondent Contact Information. See *Figure 9*.

State and Local:

- Previously when modifying the Resolution and Intake fields for a State and Local contract after clicking the Apply button the

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fields would not get updated.
This defect has been fixed and
the fields now get updated. This
affects Headquarters only.
See Figure 10.

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Integrated Mission System - Private Sector Charge Management User Logon = (ACLAY); Charge Owner = (Clay, Alcinda)

IMS Utilities Help Window ORACLE

Inquiry / Charge Information - (V 4.0.0)

Charge Processing Workload Management State and Local IMS Reports

Workload

EEOC Number 430-2007-01596C Find Clear Charging Party Shrum, Kenneth
 FEPA Number Respondent AIR LINE PILOTS ASSOCIATION (ALPA)

Information Charging Party Respondent Allegation Action Benefit Notes Related Charges Additional Address EEO-1 User Defined Log

Action Date	Ser. No.	Description	Reporting Office	Function	Unit	Created By	Create Dt	Del
05/02/2007	11	G9 - Position Statement Received	Charlotte District Office	Enforcement	2	TTHORPE	05/02/2007	<input type="checkbox"/>
05/14/2007	12	G4 - CP Contact/Interview	Charlotte District Office	Enforcement	2	BDSMITH	05/15/2007	<input type="checkbox"/>
06/12/2007	13	B4 - Send to Function/Unit	Charlotte District Office	Enforcement	2	MWHITLO	06/12/2007	<input type="checkbox"/>
06/12/2007	14	B6 - Assign Processing Category	Charlotte District Office	Systemic	1	MWHITLO	06/12/2007	<input type="checkbox"/>
06/12/2007	15	G1 - Assigned To Staff	Charlotte District Office	Systemic	1	MWHITLO	06/12/2007	<input type="checkbox"/>
08/21/2007	16	B6 - Assign Processing Category	Charlotte District Office	Systemic	1	MWHITLO	08/21/2007	<input type="checkbox"/>
07/08/2008	17	G4 - CP Contact/Interview	Charlotte District Office	Systemic	1	MWHITLO	07/08/2008	<input type="checkbox"/>
07/14/2008	18	G1 - Assigned To Staff	Charlotte District Office	Systemic	1	MWHITLO	07/14/2008	<input type="checkbox"/>
07/16/2008	19	X9 - ADEA Sect. 7(D) Closure	Charlotte District Office	Systemic	1	MWHITLO	07/16/2008	<input type="checkbox"/>
08/28/2009	20	B4 - Send to Function/Unit	Charlotte District Office	Intake	1	ACLAY	08/28/2009	<input type="checkbox"/>
08/28/2009	21	A0 - Transfer To	Charlotte District Office	Intake	1	ACLAY	08/28/2009	<input type="checkbox"/>
08/28/2009	22	A1 - Transfer Accepted	Richmond Local Office	Intake	1	ACLAY	08/28/2009	<input type="checkbox"/>

Find Charge New Inquiry Forms / Letters Charge Detail Exit

Action Detail

Title	Value
Rcv. Function Code	Intake
Receiving Unit Number	1
Transfer Reason Code	Processing

State & Local Contract

Contract Year
 Contract Type

Comments Auto generated - Prior to transfer

Action Description Record: 20/22 <OSC>

Figure #2

Integrated Mission System Private Release Memo Release Date: 11/23/2009

Integrated Mission System - Private Sector Charge Management User Logon = (ACLAY); Charge Owner = (Clay, Alcinda)

IMS Utilities Help Window ORACLE

Inquiry / Charge Information - (V 4.0.0)

Charge Processing Workload Management State and Local IMS Reports

Workload

EEOC Number: 14C-2007-00944C Find Clear Charging Party: Hankinson, Connie
 FEPA Number: 2-07-240R Respondent: FAIRFIELD INN AND SUITES

Information Charging Party Respondent Allegation Action Benefit Notes Related Charges Additional Address EEO-1 User Defined Log

Action Date	Ser. No.	Description	Reporting Office	Function	Unit	Created By	Create Dt	Del
05/05/2008	17	G4 - CP Contact/Interview	Charlotte District Office	Enforcement	2	BDSMITH	05/05/2008	<input type="checkbox"/>
05/22/2008	19	H2 - On-Site Conducted	Charlotte District Office	Enforcement	2	BDSMITH	07/17/2008	<input type="checkbox"/>
09/04/2008	20	G4 - CP Contact/Interview	Charlotte District Office	Enforcement	2	BDSMITH	09/05/2008	<input type="checkbox"/>
09/05/2008	21	G4 - CP Contact/Interview	Charlotte District Office	Enforcement	2	BDSMITH	09/05/2008	<input type="checkbox"/>
05/19/2009	22	B6 - Assign Processing Category	Charlotte District Office	Enforcement	2	MWHITLO	05/19/2009	<input type="checkbox"/>
05/19/2009	23	A3 - Chg. Consol. W/ Lead Chg	Charlotte District Office	Enforcement	2	MWHITLO	05/19/2009	<input type="checkbox"/>
08/23/2009	24	RA - Sent to Legal (Replaces R0)	Charlotte District Office	Enforcement	2	MWHITLO	08/23/2009	<input type="checkbox"/>
09/21/2009	25	G3 - RFI Sent To Respondent	Charlotte District Office	Enforcement	2	BDSMITH	09/21/2009	<input type="checkbox"/>
09/21/2009	26	G4 - CP Contact/Interview	Charlotte District Office	Enforcement	2	BDSMITH	09/21/2009	<input type="checkbox"/>
09/28/2009	27	G4 - CP Contact/Interview	Charlotte District Office	Enforcement	2	BDSMITH	09/28/2009	<input type="checkbox"/>
09/28/2009	28	G5 - Resp. Contact/Interview	Charlotte District Office	Enforcement	2	BDSMITH	09/28/2009	<input type="checkbox"/>
09/30/2009	29	RB - Return from Legal	Charlotte District Office	Enforcement	2	LBARNES	09/30/2009	<input type="checkbox"/>

Add Modify Delete

Charge Detail

Action Detail

Title	Value
Lead Charge No	14C-2007-00898C

State & Local Contract

Contract Year:
 Contract Type:

Comments

Exit

Action Description
 Record: 23/29 ... <OSC>

Figure #3

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Integrated Mission System - Private Sector Charge Management User Logon = (ACLAY); Charge Owner = (Clay, Alcinda)

IMS Utilities Help Window ORACLE

Inquiry / Charge Information - (V 4.0.0)

Charge Processing **Workload Management** State and Local IMS Reports

Workload

EEOC Number: 436-2008-00297C Find Clear Charging Party: Tolbert, Lenny L.
 FEPA Number: 2-08-203R,RET Respondent: CHARTER COMMUNICATIONS

Information Charging Party Respondent Allegation Action Benefit Notes Related Charges Additional Address EEO-1 User Defined Log

Action Date	Ser. No.	Description	Reporting Office	Function	Unit	Created By	Create Dt	Del
01/08/2008	1	G4 - CP Contact/Interview	Greenville Local Office	Intake	1	CWATTS	01/14/2008	<input type="checkbox"/>
01/16/2008	2	AB - Formalize Charge	Greenville Local Office	Intake	1	CWATTS	01/16/2008	<input type="checkbox"/>
01/16/2008	3	G8 - Pos. Statement Requested	Greenville Local Office	Intake	1	CWATTS	01/16/2008	<input type="checkbox"/>
01/16/2008	4	B6 - Assign Processing Category	Greenville Local Office	Intake	1	CWATTS	01/16/2008	<input type="checkbox"/>
01/22/2008	5	B6 - Assign Processing Category	Greenville Local Office	Intake	1	DMILLER	01/30/2008	<input type="checkbox"/>
01/30/2008	6	B4 - Send to Function/Unit	Greenville Local Office	Intake	1	DMILLER	01/30/2008	<input type="checkbox"/>
01/30/2008	7	G1 - Assigned To Staff	Greenville Local Office	ADR Process	1	DMILLER	01/30/2008	<input type="checkbox"/>
02/28/2008	8	J5 - Identified For Mediation	Greenville Local Office	ADR Process	1	PJACKSO	03/21/2008	<input type="checkbox"/>
02/28/2008	9	J8 - Mediation Offer To Charging Party	Greenville Local Office	ADR Process	1	PJACKSO	03/21/2008	<input type="checkbox"/>
03/21/2008	10	J9 - Mediation Offer To Respondent	Greenville Local Office	ADR Process	1	PJACKSO	03/21/2008	<input type="checkbox"/>
03/21/2008	11	B4 - Send to Function/Unit	Greenville Local Office	ADR Process	1	PJACKSO	03/21/2008	<input type="checkbox"/>
03/21/2008	12	G1 - Assigned To Staff	Greenville Local Office	Enforcement	1	PJACKSO	03/21/2008	<input type="checkbox"/>

Add Modify Delete

Action Detail

Title	Value

State & Local Contract

Contract Year:
 Contract Type:

Comments conduct interview

Charge Detail

Exit

Action Date Record: 1/23 ... <OSC>

Figure #4

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**U.S. Equal Employment Opportunity Commission
Charlotte District Office**

129 W. Trade Street
Suite 400
Charlotte, NC 28202
(704) 344-6686
TTY (704) 344-6684
FAX (704) 344-6731

Charging Party: Lenny L. Tolbert
EEOC Charge No.: 436-2008-00297

September 10, 2009

Mr. Bradley B. Sinclair, IV
Director Human Resources
CHARTER COMMUNICATIONS
12405 Powerscourt Drive
Saint Louis, MO 63131

Dear Mr. Sinclair:

Your organization is hereby requested to submit information and records relevant to the subject charge of discrimination. The Commission is required by law to investigate charges filed with it, and the enclosed request for information does not necessarily represent the entire body of evidence which we need to obtain from your organization in order that a proper determination as to merits of the charge can be made. Please submit a response to the requested information by the deadline cited below.

The information will only be disclosed in accordance with 29 C.F.R. 1601.22, or otherwise made public if the charge results in litigation.

Sincerely,

Nicholas F. Xylas
Administrative Technician

Response Deadline Date: September 30, 2009

The following dates are considered to be the "relevant period" for the attached Request for Information:
June 1, 2009 - June 30, 2009

Figure #5

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EEOC Form 2104-2/05

U.S. Equal Employment Opportunity Commission	
TO: South Carolina Human Affairs Commission PO Box 4490 2611 Forest Dr Suite 200 Columbia, SC 29240	Date: September 10, 2009 EEOC Charge No.: 436-2008-00297 FEPA Charge No.: 2-08-203R,RET
CHARGE TRANSMITTAL	
SUBJECT:	
<u>Lenny L. Tolbert</u> <i>Charging Party</i>	v. <u>CHARTER COMMUNICATIONS</u> <i>Respondent</i>
Transmitted herewith is a charge of employment discrimination initially received by the:	
<input checked="" type="checkbox"/> EEOC <input type="checkbox"/> _____ <small>Name of FEPA</small>	on <u>Apr 21, 2009</u> <small>Date of Receipt</small>
<input checked="" type="checkbox"/> Pursuant to the worksharing agreement, this charge is to be initially investigated by the EEOC. <input type="checkbox"/> Pursuant to the worksharing agreement, this charge is to be initially investigated by the FEPA. <input type="checkbox"/> The worksharing agreement does not determine which agency is to initially investigate the charge.	
<input type="checkbox"/> EEOC requests a waiver <input type="checkbox"/> FEPA waives <input type="checkbox"/> No waiver requested <input type="checkbox"/> FEPA will investigate the charge initially	
Please complete the bottom portion of this form to acknowledge the receipt of the charge and, where appropriate, to indicate whether the Agency will initially investigate the charge.	
Typed Name and Title of EEOC or FEPA Official Andrew Daley, District Director	Signature/Initials
<u>Lenny L. Tolbert</u> v. <u>CHARTER COMMUNICATIONS</u> <i>Charging Party</i> <i>Respondent</i>	
TO WHOM IT MAY CONCERN:	
<input type="checkbox"/> This will acknowledge receipt of the referenced charge and indicate this Agency's intention to initially investigate the charge. <input type="checkbox"/> This will acknowledge receipt of the referenced charge and indicate this Agency's intention not to initially investigate the charge. <input type="checkbox"/> This will acknowledge receipt of the referenced charge and request a waiver of initial investigation by the receiving agency. <input type="checkbox"/> This will acknowledge receipt of the referenced charge and indicate this Agency's intention to dismiss/close/not docket the charge for the following reasons:	
Typed Name and Title of EEOC or FEPA Official Jesse Washington, Director	Signature/Initials
TO: Charlotte District Office 129 W. Trade Street Suite 400 Charlotte, NC 28202	Date: September 10, 2009 EEOC Charge No.: 436-2008-00297 FEPA Charge No.: 2-08-203R,RET

Figure #6

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EEOC Form 1614-B (3/98) U.S. EQUAL EMPLOYMENT OPPORTUNITY COMMISSION NOTICE OF RIGHT TO SUE (ISSUED ON REQUEST)		
To: Lenny L. Tolbert 211 Winding Willow Trail Taylors, SC 29687	From: Charlotte District Office 129 W. Trade Street Suite 400 Charlotte, NC 28202	
<input type="checkbox"/> On behalf of person(s) aggrieved whose identity is CONFIDENTIAL (29 CFR §1601.7(a))		
EEOC Charge No.	EEOC Representative	Telephone No.
436-2008-00297	William H. Haynie, Jr., Investigator	(803) 737-7849
<i>(See also the additional information enclosed with this form.)</i>		
NOTICE TO THE PERSON AGGRIEVED Title VII of the Civil Rights Act of 1964 and/or the Americans with Disabilities Act (ADA), or the Genetic Information Nondiscrimination Act (GINA): This is your Notice of Right to Sue, issued under Title VII, the ADA or GINA based on the above- numbered charge. It has been issued at your request. Your lawsuit under Title VII, the ADA or GINA must be filed in a federal or state court WITHIN 90 DAYS of your receipt of this notice, or your right to sue based on this charge will be lost. (The time limit for filing suit based on a state claim may be different.)		
<input checked="" type="checkbox"/> More than 180 days have passed since the filing of this charge. <input type="checkbox"/> Less than 180 days have passed since the filing of this charge, but I have determined that it is unlikely that the EEOC will be able to complete its administrative processing within 180 days from the filing of this charge. <input checked="" type="checkbox"/> The EEOC is terminating its processing of this charge. <input type="checkbox"/> The EEOC will continue to process this charge.		
Age Discrimination in Employment Act (ADEA): You may sue under the ADEA at any time from 60 days after the charge was filed until 90 days after you receive notice that we have completed action on the charge. In this regard, the paragraph marked below applies to your case: <input type="checkbox"/> The EEOC is closing your case. Therefore, your lawsuit under the ADEA must be filed in federal or state court WITHIN 90 DAYS of your receipt of this Notice. Otherwise, your right to sue based on the above-numbered charge will be lost. <input type="checkbox"/> The EEOC is continuing its handling of your ADEA case. However, if 60 days have passed since the filing of the charge, you may file suit in federal or state court under the ADEA at this time.		
Equal Pay Act (EPA): You already have the right to sue under the EPA (filing an EEOC charge is not required.) EPA suits must be brought in federal or state court within 2 years (3 years for willful violations) of the alleged EPA underpayment. This means that backpay due for any violations that occurred more than 2 years (3 years) before you file suit may not be collectible.		
If you file suit, based on this charge, please send a copy of your court complaint to this office.		
On behalf of the Commission		
Enclosure(s)	_____ Andrew Daley, District Director	(Date Mailed)
cc: Bradley B. Sinclair, IV Director Human Resources CHARTER COMMUNICATIONS 12405 Powerscourt Drive Saint Louis, MO 63131		

Figure #7

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Integrated Mission System - Private Sector Charge Management User Logon = (ACLAY); Charge Owner = (Clay, Alcinda)

IMS Utilities Help Window ORACLE

Inquiry / Charge Information - (V 4.0.0)

Charge Processing Workload Management State and Local IMS Reports

Workload EEOC Number 430-2010-00082C Find Clear Charging Party Taddey, Anna M.
FEPA Number Respondent TERRAMITE CORPORATION

Information Charging Party Respondent Allegation Action Benefit Notes Related Charges Additional Address EEO-1 User Defined Log

Action Date	Ser. No.	Description	Reporting Office	Function	Unit	Created By	Create Dt	Del
10/16/2009	1	AB - Formalize Charge	Charlotte District Office	Intake	1	ACLAY	10/16/2009	<input type="checkbox"/>
10/16/2009	2	B6 - Assign Processing Category	Charlotte District Office	Intake	1	ACLAY	10/16/2009	<input type="checkbox"/>
10/16/2009	3	M1 - Withdrawal With Benefits	Charlotte District Office	Intake	1	ACLAY	10/16/2009	<input type="checkbox"/>
								<input type="checkbox"/>
								<input type="checkbox"/>
								<input type="checkbox"/>
								<input type="checkbox"/>
								<input type="checkbox"/>
								<input type="checkbox"/>

Find Charge New Inquiry Forms / Letters Charge Detail Exit

Add Modify Delete

Action Detail

Title	Value

State & Local Contract
Contract Year
Contract Type

Comments October 16, 2009. MM

Comments Record: 1/1 <OSC>

Figure #8

Integrated Mission System Private Release Memo Release Date: 11/23/2009

Integrated Mission System - Private Sector Charge Management User Logon = (ACLAY); Charge Owner = (Clay, Alcinda)

IMS Utilities Help Window ORACLE

Inquiry / Charge Information - (V 4.0.0)



EEOC Number: 430-2007-03542C Charging Party: Wooten, Tonya
 FEPA Number: Respondent: LINCOLN NURSING CENTER INC 0307

Information Charging Party Respondent Allegation Action Benefit Notes Related Charges Additional Address EEO-1 User Defined

Name	Address Type	Phone	Ext.	Cell Phone	Fax
Phillips, Allen	Respondent Contact Information	(704) 302-3040			

Address Detail

Organization: LINCOLN NURSING CENTER Title: Administrator
 Address Line1: 1410 E. Gaston St.
 Address Line2:
 City: Lincolnton State: NC Zip Code: 28092
 Country: UNITED STATES OF AMERICA
 Email:

[Return](#)

Name
Record: 1/1 ... <OSC>

Figure #9

