

**Civil & Human  
Rights Handbook  
Questions & Answers  
UAW LOCAL 6000**



**Updated April 2017**

**Presented by the UAW Local 6000  
Civil & Human Rights Committee**

This handbook is dedicated to the Union sisters and brothers who struggled and continue to struggle to eliminate discrimination and any violation of Human Rights within the workplace and the community.

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## **Introduction**

This handbook is being provided to the membership of UAW Local 6000 by the Local 6000 Civil and Human Rights Committee. The Civil and Human Rights Committee is an essential guardian of the NO Discrimination Policy of the Union. The Committee shall assist members of the Local who allege violations of the UAW's NO Discrimination Policy. The Committee shall serve in an advisory capacity to Officers and Committees when such Committees or Officers seek assistance on the problem of discrimination. The Committee shall coordinate civil rights programs with other committees. The Committee shall also work with community organizations to end practices of discrimination.

The Committee hopes that this handbook will serve as a resource for the membership of UAW Local 6000 who may have concerns about their civil rights. The membership should not hesitate to contact the Civil & Human Rights Committee Chairperson whenever questions arise concerning Civil and Human Rights issues.

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# FEDERAL CIVIL RIGHTS ACT

## 1. Who is Covered by the Federal Civil Rights Act?

**EVERYONE** is covered. You are covered if you are employed or seeking employment in either the public or private sectors and if you are looking for services or accommodations open to the public. It makes no difference what your race, sex (gender), age, color, national origin (ethnicity), religion, or disability.

## 2. What are protected groups?

Protected groups are all groups covered under the Federal Civil Rights Act. **EVERYONE** is a member of a protected group.

## 3. What are my rights under Federal law?

If you believe you have been treated unfairly and unequally in employment matters because of your race, national origin, religion, sex, age (pregnancy), or disability, you may file complaints with the Michigan Department of Civil Rights (MDCR)\* and/or the Equal Employment Opportunity Commission (EEOC).\*

If you have been denied a public service by a government agency or a public accommodation for unlawful reasons, such as in a retail store, theatre, motel, restaurant or other establishment open to the public, you may also file a complaint with MDCR.

Once your complaint is filed, you can expect your complaint to be investigated and a determination made. Should the determination support your allegations, the MDCR and/or EEOC will undertake conciliation and, if this fails, it may proceed to an administrative hearing. In addition, you can file a grievance under the Collective Bargaining Agreement (CBA), Article 25 Non-Discrimination.

## 4. Is all Unfair Treatment Unlawful Discrimination?

**No**, all unfair treatment is not unlawful discrimination. Although disparate treatment is unfair, it is not unlawful. However, when the unfair treatment is based on a protected class discrimination is unlawful.

## 5. What is the Difference between Illegal Discrimination and Unequal Treatment?

Illegal discrimination is based on the factors outlined in the Federal Civil Rights Act, The Americans With Disabilities Act and the Elliott-Larsen Civil Rights Act. Unequal treatment is when one employee is treated differently than another employee, but the unequal treatment is not based on factors outlined in the Federal and State laws.

**\*Public Accommodation and Public Service are covered by state law only.**

# FEDERAL CIVIL RIGHTS ACT

## 1. What is the Title VII of the Civil Rights Act of 1964?

Title VII is the Section of the Federal Civil Rights Act that was passed by Congress in 1964. The Act defines Civil Rights and prohibited practices in employment.

# SEXUAL HARASSMENT

## **1. *What is Sexual Harassment?***

Sexual harassment is a form of sex discrimination that violates Title VII of the Civil Rights Act of 1964. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when submission to or rejection of this conduct explicitly or implicitly affects an individual's work performance or creates an intimidating, hostile or offensive work environment. Basically, sexual harassment is unwelcome behavior of a sexual nature.

## **2. *What are the Types of Sexual Harassment?***

A hostile environment and Quid-Pro-Quo (this-for-that). A hostile environment results from ongoing behavior that is offensive, such as an employee blocking a co-workers' path or making sexual comments. Quid-Pro-Quo (this-for-that) harassment occurs when an employer or supervisor offers an employee a job, promotion, or benefit in exchange for sexual favors. This list is illustrative not exhaustive.

## **3. *How Do I Recognize Sexual Harassment?***

Sexual harassment may be verbal, visual or physical. Verbal harassment is spoken. It may include unwanted pressure for dates, sexually oriented comments, such as jokes, cat calls and whistles. Visual harassment is based on material displayed in the workplace. This may include calendars, posters, sexually oriented typed or written material, and computer software showing men and/or women in states of undress. Behaviors such as sexual gestures and leering are also visual harassment. Physical harassment involves invasions of personal space. It may include cornering, leaning over, brushing against, touching or pinching a co-worker. The impact your behavior has on others determines whether or not it is sexual harassment.

## **4. *What Should I Do if I feel that I have been Sexually Harassed?***

You can take action to stop sexual harassment if it occurs. Sexual harassment is a form of sex discrimination that violates Title VII of the Civil Rights Act of 1964; and the Elliott Larsen Civil Rights Act. We recommend you let the harasser and management know that the behavior is unwelcome to put the employer and harasser on notice. You can file a grievance under Article 26 of the contract, you can file a complaint with the Michigan Department of Civil Rights, with the Equal Employment Opportunity Commission (EEOC).

# THE MICHIGAN CIVIL RIGHTS ACT

## 1. What is the Elliott-Larsen Civil Rights Act?

In 1976, the Elliott-Larsen Civil Rights Act, Act 453, was passed by the Michigan Legislature to replace previous employment practices and public accommodation laws. The Act defines civil rights and prohibited discriminatory practices based on religion, race, color, national origin, disability, age, sex, height, weight, marital status. The powers and duties of the Michigan Civil Rights Commission are enforced by the Michigan Department of Civil Rights (MDCR).

## 2. What is the Difference between the Elliott-Larsen Civil Rights Act and the Federal Civil Rights Act?

The Federal Civil Rights Act was passed by Congress in 1964 and has been amended since then. Title VII of the Act prohibits employment discrimination because of race, color, religion, sex, national origin or age (for individuals over the age of 40), it covers private employers, state and local governments, and educational institutions that have 15 or more employees. The Act is enforced by the U.S. Equal Employment Opportunity Commission (EEOC). You may file a complaint about employment discrimination with either EEOC or MDCR if it alleges race, color, religion, sex or national origin as the basis of discrimination. If your complaint alleges age, height, weight, marital status or arrest record, you may file with MDCR because the Elliott-Larsen Civil Rights Act specifically prohibits such discrimination. Both EEOC and MDCR investigate complaints, make findings and if the investigation shows probable cause to believe that discrimination has occurred, they may undertake conciliation efforts. Under the Elliott-Larsen Civil Rights Act, an individual has the right to go directly into state court to file suit without filing an administrative complaint with MDCR, it is recommended that you file a complaint with MDCR. Should MDCR find probable cause and fail to conciliate, it may hold an administrative hearing before a referee. After a hearing, the Civil Rights Commission may issue an order based on the findings and recommendations of the referee. Any final order may be appealed before the appropriate state circuit court. If MDCR decides not to proceed to a hearing, an appeal may be filed in circuit court. Other differences are technical and are of little relevance for persons in state employment.

## 3. Who is Covered by the Elliot-Larsen Civil Rights Act?

**Everyone** is covered. You are covered if you are employed or seeking employment in either the public or private sectors and if you are looking for services or accommodations open to the public. It makes no difference what your race, sex (pregnancy), color, ethnicity, national origin, age, weight, height, marital status, disability, arrest record or religion is.

# THE MICHIGAN CIVIL RIGHTS ACT

## 4. **What are my Rights Under the Elliott-Larsen Civil Rights Act?**

If you believe you have been treated unfairly and unequally in employment matters because of your race or national origin, religion, sex, pregnancy, disability, height, weight, or arrest record, age, you may file complaints with the MDCR. If you have been denied a public service by a government agency or public accommodation, for unlawful reasons, such as in a retail store, theatre, motel, restaurant or other establishment open to the public, you may also file a complaint.

Once your complaint is filed, you can expect your complaint to be investigated and a determination made. Should the determination support your allegations, the MDCR and/or EEOC will undertake conciliation and, if this fails, it may proceed to an administrative hearing.

## **CIVIL RIGHTS PROCEDURES**

### **1. What do I do if I feel that my Civil Rights have been violated under Federal Laws, Americans with Disabilities Act, State Laws, the UAW Contract, or by another Union Member?**

For violations of the Elliott-Larsen Civil Rights Act, you can file a complaint with the Michigan Department of Civil Rights. For violations of Federal laws or the Americans With Disabilities Act (ADA), you can file a complaint with the Equal Employment Opportunity Commission (EEOC). For violations of the UAW Contract (Article 25), you can file a grievance with your UAW Steward. If you feel that you have been discriminated against by another UAW Member or an Officer of the Union, you can file a complaint per Article 26 of the UAW International Constitution.

### **2. How Do I file a Complaint with the Michigan Department of Civil Rights?**

Contact the nearest office of the Michigan Department of Civil Rights within 180 days of the alleged act of discrimination. District offices are located in Lansing, Detroit, Grand Rapids and Marquette, in the Upper Peninsula. You can also call (313) 456-3700 or (800) 482-3604 for assistance by going to the MDCR website [www.michigan.gov/mdcr](http://www.michigan.gov/mdcr).

### **3. How Do I File a Complaint with Equal Employment Opportunity Commission (EEOC)?**

For an employment-related complaint, contact the EEOC Office in Detroit at (313) 226-7636 [8:30 a.m. to 4:00 p.m. weekdays]. Also, for Americans With Disabilities Act-related complaints you can call the Americans With Disabilities Act Information Line at (202) 514-0301.

### **4. How Do I File for a Reasonable Accommodation?**

Individuals can obtain a Reasonable Accommodation Request Form from your personnel office and have your doctor fill in the required information. Return your request to your personnel office. Your request should be responded to within ten (10) working days. Management's failure to implement an approved reasonable accommodation can be grieved under Article 25 of the UAW Contract (See Letter of Understanding-Article 25).

## CIVIL RIGHTS PROCEDURES

### **5. How Do I File a Grievance Concerning a Violation of my Civil Rights?**

Contact your UAW Chief Steward or Job Steward. If you are in a District which does not have a designated Steward, or you do not know who your Representative is, please call (800) 243-1985 for a Steward-at-Large referral.

### **6. How Do I File a Complaint Against Another Union Member or Officer?**

Contact the UAW Recording Secretary for a Civil Rights Complaint form (#0990-0269).

### **7. How Do I File a Hate Crime Complaint?**

Contact the U.S. Department of Justice, 950 Pennsylvania Avenue, N.W., Washington, D.C. 20530-0001; phone (202) 514-2000. **Office Hours: 8:30 a.m. to 4:30 p.m. Eastern Standard Time.**

# Michigan Persons with Disabilities Civil Rights Act (PWDCRA) and The Americans With Disabilities Act (ADA) The Rehabilitation Act

## 1. What is the Michigan Persons With Disabilities Civil Rights Act, and the Americans With Disabilities Act?

Employment discrimination against qualified individuals with disabilities is prohibited by the Rehabilitation Act of 1973, the Persons With Disabilities Civil Rights Act of 1980 and the Americans With Disabilities Act of 1990. While the three (3) laws have different coverage requirements, their bans on employment discrimination on the basis of disability are substantially the same. **“Disability”** means a physical or mental impairment that substantially limits one or more of the major life activities of that individual. **“Major Life Activity”** means functions such as caring for one’s self, performing manual tasks, walking, seeing, hearing, speaking, breathing, thinking, and learning. The Americans With Disabilities Act established in 1990 borrows most of its standards from the Rehabilitation Act of 1973. The Act prohibits state and private employers, employment agencies, labor organizations and joint labor/management committees from discriminating against a qualified individual with a disability in all parts of the employment process. The Act applies to all employers with 15 or more employees. The Persons With Disabilities Civil Rights Act is the State counterpart to the Americans With Disabilities Act.

## 2. Who is covered under the Michigan Persons With Disabilities Civil Rights Act and the Americans With Disabilities Act?

An employee or applicant with a qualifying disability who, with or without reasonable accommodation, can perform the essential functions of a job position.

## 3. What is “Reasonable Accommodation?”

Reasonable accommodation is making the workplace environment more functional for those with disabilities. Some reasonable accommodations may include modifying a work schedule, adjusting an examination or training materials, policies, and adjusting heights within the workplace.

## 4. Is the Employer Required to Provide a Reasonable Accommodation to a Qualified Employee?

Yes, an Employer is required to provide a reasonable accommodation to a qualified applicant or employee with a disability unless the employer can show that the accommodation would be an *undue hardship*.

# Michigan Persons with Disabilities Civil Rights Act (PWDCRA) and The Americans With Disabilities Act (ADA)

## 5. **What is Undue Hardship?**

Undue hardship would require significant difficulty or expense.

## 6. **What is an Essential Function of the Job?**

Essential functions are the primary job duties that you must be able to perform with or without a reasonable accommodation.

## 7. **What Kinds of Actions are Required to Reasonably Accommodate Applicants and Employees?**

Examples of reasonable accommodation include making existing facilities used by employees readily accessible to and usable by an individual with a disability; restructuring a job; modifying work schedules; acquiring or modifying equipment; providing qualified readers or interpreters; or appropriately modifying examinations, training or other programs.

## 8. **Is testing for illegal drugs permissible under the Michigan Handicapper Civil Rights Act and the Americans With Disabilities Act?**

Yes, neither the Rehabilitation Act nor the Americans With Disabilities Act prevents an employer from seeking reasonable assurances, including drug testing, that no illegal use of drugs is occurring or has occurred. However, the drug testing or other action must not violate federal laws.

# What to do if you're Stopped by Police, Immigration Agents or the FBI



We rely on the police to keep us safe and treat us all fairly, regardless of race, ethnicity, national origin or religion. This information provides tips for interacting with police and understanding your rights. Separate rules apply at checkpoints and when entering the U.S. (including at airports), this information is not intended as legal advice.

## 1. Know Your Rights

- **You have the right** to remain silent. If you wish to exercise that right, say so out loud..
- **You have the right** to refuse to consent to a search of yourself, your car or your home..
- **You have the right** to calmly leave if you are not under arrest.
- **You have the right** to a lawyer if you are arrested. Ask for one immediately.
- **You have constitutional rights** regardless of your immigration or citizenship status.

## 2. Know Your Responsibilities

- **Do** stay calm and be polite.
- **Do not** interfere with or obstruct the police.
- **Do not** lie or give false documents.
- **Do** prepare yourself and your family in case you are arrested.
- **Do** remember the details of the encounter.

## 3. If you are Stopped for Questioning

**Stay calm.** Don't run. Don't argue, resist or obstruct the police, even if you are innocent or police are violating your rights. Keep your hands where police can see them.

**Ask if you are free to leave.** If the officer says yes, calmly and silently walk away. If you are under arrest, you have a right to know why.

**You have the right to remain silent** and cannot be punished for refusing to answer questions. If you wish to remain silent, tell the officer out loud. In some states, you must give your name if asked to identify yourself.

**You do not have to consent to a search** of yourself or your belongs, but policy may "pat down" your clothing if they suspect a weapon. You should not physically resist, but you have the right to refuse consent for any further search. If you do consent, it can affect you later in court.

#### 4. If you are Stopped in your Car

**Stop the car in a safe place as quickly as possible.** Turn off the car, turn on the internal light, open the window part way and place your hands on the wheel.

Upon request, **show police your driver's license, registration and proof of insurance.**

**If an officer or immigration agent asks to look inside your car, you can refuse to consent to the search.** But if police believe your car contains evidence of a crime, your car can be searched without your consent.

**Both drivers and passengers have the right to remain silent.** If you are a passenger, you can ask if you are free to leave. If the officer says yes, sit silently or calmly leave. Even if the officer says no, you have the right to remain silent.

**You do not have to consent to a search** of yourself or your belongs, but policy may "pat down" your clothing if they suspect a weapon. You should not physically resist, but you have the right to refuse consent for any further search. If you do consent, it can affect you later in court.

#### 5. If you are Arrested

**Do not resist arrest,** even if you believe the arrest is unfair.

**Say you wish to remain silent and ask for a lawyer immediately.** If you can't pay for a lawyer, you have the right to a free one. Don't say anything, sign anything or make any decisions without a lawyer.

**You have the right to make a local phone call.** The police cannot listen if you call a lawyer.

**Prepare yourself and your family in case you are arrested.** Make emergency plans if you have children or take medication.

##### **Special considerations for non-citizens:**

- Ask your lawyer about the effect of a criminal conviction or plea on your immigration status.
- Don't discuss your immigration status with anyone but your lawyer.
- Read all papers fully. If you do not understand or cannot read the papers, tell the officer you need an interpreter.

#### 6. If you are Contacted by the FBI

If an FBI agent comes to your home or workplace, **you do not have to answer any questions.** Tell the agent you want to **speak to a lawyer first.**

If you are asked to meet the FBI agents for an interview, **you have the right to say you do not want to be interviewed.** If you agree to an interview, **have a lawyer present.**

**You do not have to answer any questions** you feel uncomfortable answering, and can say that you will only answer questions on a specific topic.

## **KNOW YOUR RIGHTS: Protected Speech and Permits at Demonstrations and Protests in Michigan**

### **1, What types of protests are protected?**

The First Amendment protects different forms of expression, including speech, participation in demonstrations and marches, music and other arts, distributing leaflets, picketing, and other forms of expressive speech such as carrying signs, a candlelight vigil or wearing T-shirts with messages. However, the Constitution does not protect civil disobedience that involves purposely violating a valid law to make a point.

For example, while sitting in a road may be expressing a political opinion, the act of blocking traffic is illegal and may lead to arrest and punishment. Also, although the Constitution protects a very wide range of speech, including offensive speech, there are certain narrow exceptions where speech is not constitutionally protected, for example, words likely to incite an immediate riot.

### **2. Do I need a permit before I engage in free speech activity?**

Not usually. However, certain events may require a permit, depending on the size and location of the event, including:

- A march or parade that does not stay on the sidewalk, and other events that require blocking traffic or closing streets;
- A large rally requiring the use of sound amplifying devices; or
- A large rally t certain designated parks or plazas that require permits.

In some cases, cities ask that organizers apply for a permit weeks in advance of the event. However, if the protest is in response to an unforeseeable or recent event, the advance notice requirement cannot prevent the event from taking place.

Police or city officials may also seek to impose conditions on the event, such as the sound level or route of the march. These restrictions may violate the First Amendment if they are unnecessary for traffic control or public safety, or if they interfere significantly with effective communication. A permit cannot be denied because the event or views expressed will be controversial..

### **3. Where can I engage in free speech activity?**

Your right to protest is strongest in traditional “public forums” such as parks, sidewalks and streets. The government may only place narrow, non-discriminatory “time, place and manner” restrictions on speech in such places. You may also be able to protest at other public locations that the government has opened up to free speech activities such as the plazas or steps in front of government buildings.

### **4. Can I participate in free speech activities on private property?**

Yes, as long as the property owner consents. However, if property owners, including the owners of private shopping malls, ask you to leave and you refuse, you could be charged with trespassing.

**5. If the organizers did not obtain a permit, where can a march take place?**

So long as marchers stay on the sidewalks and obey traffic and pedestrian signals, their activity is constitutionally protected, even without a permit. Marchers may be required to allow enough sidewalk space for pedestrians to pass by.

If you are organizing a protest or a march and want it to go smoothly, out of an abundance of caution, you may choose to inform the police ahead of time about the planned activity, even where a permit is not required.

**6. Can I erect a temporary shelter and stay on public property overnight during (or as part of) free speech activity?**

It's generally up to city and state officials. Most courts have held that cities may choose to bar protesters from erecting temporary shelters such as tents in public forums, and may also stop people from staying in these shelters overnight in order to protect the security, safety, access and aesthetic appearance of the public space.

The restrictions must still be reasonable in time, place and manner, and cannot foreclose all avenues of free speech. Check local ordinances.

We rely on the police to keep us safe and treat us all fairly, regardless of race, ethnicity, national origin or religion.

**7. Can the police search demonstrators or protesters? No,** the police are not permitted to search you unless they have reasonable suspicion that you were engaged in or about to commit a criminal act. If they do have reasonable suspicion, police officers are permitted to frisk your outer clothing to search for weapons.

**8. Can the police search by backpack or purse?** Police officers may only search your bags if they have probable cause to believe that your bags contain weapons, contraband or evidence of illegal activity, such as drugs. In very limited circumstances, police may search your belongings if you are in a designated "secure area." However, if the police mark out a secure area, they must allow you to refuse to have your bags/containers searched and must permit you to leave the area.

**9. Do I have to show ID when the police demand it? In general, no,** you do not have to show ID if police demand it unless you are under arrest, being ticketed, or driving. You also have to identify yourself to police if (1) the police officers have reasonable suspicion to believe you violated the law and 2) there is a local law requiring that you show ID when the police have reasonable suspicion (as exists in Ann Arbor and East Lansing).

You can ask police officers why they are asking for your ID and what will happen if you decline to provide it. In general, we advise you to provide it. In general, we advise you to provide your ID if you have it. However, undocumented immigrants should be aware that showing your ID may result in detention by immigration enforcement authorities (ICE).

**10. Can I record or photograph the police in public?**

**11. What should I do when/if the police order a crowd to disperse?**

Police officers can order a group to leave an area if it is violent or if it has gathered unlawfully; for example, if the size or location of the group required a permit and the group does not have one. Unless you want to be arrested, you should follow the order to disperse even if you believe you are rightfully in a place where you are allowed to engage in free speech activities and/or that your activities are not creating a disturbance.

**12. May I approach pedestrians with petitions, leaflets or other literature on public sidewalks?**

**Yes.** You have the right to approach pedestrians on public sidewalks and distribute material without a permit. However, you do not have the right to purposely block the path of pedestrians or block the entrances to buildings.

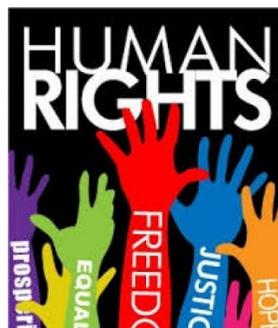
**13. Do counter-demonstrators have free speech rights?**

**Yes.** While counter-demonstrators do not have a right to physically disrupt the event or drown out the speakers they are protesting, they do have the right to be present and to voice their displeasure within the vicinity of the demonstrators.

**14. What should I do if my rights are being violated by a police officer?**

It is rarely productive to aggressively confront or resist a police officer. You should ask to speak to a supervisor and explain your position to him or her that the First Amendment protects your actions.

We advise that you follow the police order and then write down what happened as soon as possible, including the names of police officers, any badge numbers or patrol car numbers you remember, any witness names and other potentially important information.



## **FACING SUSPENSION OR EXPULSION FROM SCHOOL?**

### **KNOW YOUR RIGHTS**

1. If you are involved in an incident, you have the right to fair treatment. Along with your school's discipline policy discuss any questions with your school administrators. If you think your rights have been violated, contact the ACLU of Michigan.

### **Your Responsibilities**

2. Take responsibility for knowing your school's discipline policy and how it should be enforced. If your school does not have a thorough due process policy in place, demand that one be drafted and followed.
3. If you are being questioned, we recommend you ask the school to call your parents or guardian, and then wait until they get there before you answer any questions.
4. If you are facing suspension or expulsion, you are entitled to a fair hearing. A hearing provides all sides a chance to tell their story. However, school policy varies from district to district when it comes to hearings and appeals.
5. Check your student code of conduct, student handbook or school district policy. If you don't know where to look, ask an administrator for a copy of your school policy.
6. If the procedures for your school or school district have not been properly followed in your case, you should consult a lawyer immediately.

# RESOURCES

## Information and Answers to Questions taken from the following Sources:

1. Guidebook to Fair Employment Practices, UAW Civil Rights Department.
2. UAW Policy and Procedures for Local Unions, UAW Civil Rights Department.
3. Elliott-Larsen Civil Rights Act.
4. The Americans With Disabilities Act, Questions and Answers, U.S. Department of Justice, Civil Rights Division.
5. Davidson, Breen & Doud, P.C., Attorneys-at-Law.
6. AFC Fact Sheet, Americans for Fair Change.
7. U.S. Department of Labor, Women's Bureau.
8. Recognizing Sexual Harassment, Krames Communications.
9. Local 6000 Website [www.uawlocal6000.org](http://www.uawlocal6000.org).
10. American Civil Liberties Union (ACLU)

## Telephone Numbers

UAW Local 6000	(800) 243-1985
UAW Local 6000 (Lansing Area)	(517) 484-6000
UAW Local 6000 Hot Line	(800) 321-0829
Michigan Department of Civil Rights	(800) 482-3604
Michigan Department of Civil Rights (Detroit)	(313) 456-3700
Michigan Rehabilitation Services (Ergonomic Consultant)	(888) 271-0375
Equal Employment Opportunity Commission (EEOC)	(313) 226-7636
Americans With Disabilities Act	(202) 514-0301

**\*We recommend any member applying for a reasonable accommodation contact the Job Accommodation Network (JAN) prior to filling out an accommodation request.**

**Job Accommodation Network (Ask Jan.org)\***      **(800) 526-7234 (Voice)**  
**(877) 781-9403 (TTY)**

If you are applying for a reasonable accommodation fill out the appropriate paperwork. Contact Michigan Rehabilitation Services.