

SAMPLE LIST OF DOCUMENTS THAT MAY BE REQUESTED  
FROM THE MAINE HUMAN RIGHTS COMMISSION  
REQUEST FOR INFORMATION AND DOCUMENTS-RESPONDENT

1. Provide a signed copy of the Non-Disclosure Agreement, which was provided to you. Please submit the signed agreement as soon as possible, or on top of your response to the Commission's Request for Information and not as part of your response to the Commission's Request for Information.
2. Position statement or narrative of events related to this matter.
3. Legal corporate name; number of employees.
4. (a) Did you receive \$10,000 or more in federal contract funds in the last year?  
(b) Provide a list of all Maine state agencies that you had a contract for provision of services with in the last fiscal year.
5. Identify everyone who has knowledge of the incident(s) described in the complaint and who assisted you in responding to this request for information and documents. For each person identified, include name, address, title (if employee), summary of knowledge the individual possesses, and identify how each individual came about their knowledge.
6. A copy of those sections of your personnel policy, if any, that address (a) nondiscrimination; (b) applicable provisions of the labor agreement; (c) accommodation for employees with disabilities; (d) progressive discipline; (e) grounds for dismissal.
7. Job description or list of duties of Complainant's job.
8. Roster of employees from to present, in Complainant's department, denoting name, date of hire, job title. Please include persons resigned, dismissed, deceased, laid off, etc.
9. Brief chronology of Complainant's employment history, denoting date of hire, raises, promotions awarded, transfers, leaves, date of separation.
10. Copy of any medical information in your possession concerning Complainant's ability to perform job duties **[SEE AUTHORIZATION FOR RELEASE OF INFORMATION, INCLUDED.]**
11. List of accommodations requested by Complainant (if any).
12. Detailed account of your attempts to accommodate Complainant's disabilities.
13. If the accommodation requested by Complainant imposed an undue administrative or financial hardship, provide a detailed explanation of the hardship and how you reached that conclusion.
14. If true, explain why no alternative reasonable accommodation was offered.

15. Copy of any union or in-house grievance filed by the Complainant relative to this matter; copy of the results of all investigations and decisions made regarding grievances.
16. Copy or account of all verbal or written reprimands, warnings, or disciplinary actions issued to the Complainant and others in the same job classification in the past two years.
17. Copy of existing evaluations of Complainant's work.
18. Brief description of the mechanics of the discharge process (i.e., oral warning, written warning, suspension, discharge, etc.) in this instance.
19. List and explain in detail all reasons for Complainant's discharge.
20. Identify all decision-makers involved in the discharge decision; briefly explain the rationale each of them used and his/her role in the decision; provide statements signed by the decision-makers.
21. Copy of employer records in all formats (e.g. paper, electronic or other) that relate to the reasons for Complainant's removal including but not limited to:
  - a. Policies allegedly violated;
  - b. Investigation materials;
  - c. Customer or co-worker complaints;
  - d. Internal communications between and among supervisors and decision-makers.
22. Concerning resignation:
  - a. Provide a copy of Complainant's resignation notice.
  - b. Provide a copy of exit interview notes.
  - c. Describe your understanding as to why Complainant quit.
23. Copy of exit interview.
24. List of other employees who have been separated in the past two years. Please denote name, [protected class status], date of separation and reason for separation. Indicate those who were terminated for the same/similar reason as Complainant.
25. Did Respondent have a need for the work performed by Complainant to continue to be performed after Complainant's separation? If so, provide the name(s), job title, date of hire, and [protected class status] of those individuals who assumed Complainant's job duties.
26. Copy of information provided by employer and employee to Maine Employment Security Commission regarding any unemployment claim; copy of all decisions regarding application for unemployment benefits.
27. Disagreements, if any, with allegations in the complaint.
28. Any other information, documents, or position statements you deem relevant.