

**TEXAS WORKFORCE  
COMMISSION**

**Let's Work Together  
for Fair Housing  
and  
Equal Employment**



**Civil Rights Division**

## Civil Rights in Texas

- TWC's Civil Rights Division (CRD) seeks to prevent and reduce employment and housing discrimination in the state by enforcing the law and providing compliance monitoring, education and outreach.

## How is Discrimination Investigated?

- The Civil Rights Division conducts neutral investigations and gathers information to determine if discrimination has occurred. We work in cooperation with the federal Equal Employment Opportunity Commission (EEOC) and U.S. Department of Housing and Urban Development (HUD).

## What is Employment Discrimination?

- If you believe you may have been discriminated against in employment and meet the complaint requirements, you may submit a discrimination complaint through the TWC Civil Rights Division. These are a few of the most common employment discrimination allegations:
  - I was not hired because of my disability
  - I was demoted because of my national origin
  - I was terminated because of my race
  - I was harassed by co-workers because of my age
  - I was denied benefits because of my pregnancy

## How do I Submit an Employment Discrimination Claim?

- When you submit an employment discrimination complaint with the CRD, it is automatically submitted with the EEOC through our Worksharing Agreement. You cannot submit separate complaints with both the CRD and the EEOC.

- To submit an employment discrimination complaint, all of these requirements must be met:
  - The physical address you worked at must be within the state of Texas
  - The company must have 15 or more employees
  - The date of discrimination must have occurred within the last 180 days from the date you are submitting the complaint
  - Your discrimination allegation must specify one or more of the following bases: race, color, national origin, religion, sex, age, disability or genetic information
  - Your complaint must identify an employment harm such as demotion, denial of promotion or termination

## **What is Housing Discrimination?**

- If you believe you may have been discriminated against in housing and meet the complaint requirements, you may submit a discrimination complaint through the TWC Civil Rights Division. These are a few of the most common employment discrimination allegations:
  - An apartment complex denied my request for a reasonable accommodation due to my disability.
  - I am African American and I was told that a unit was not available for inspection, but my White friend was shown a unit that same afternoon.
  - I was told that, as an Asian American, I might be more comfortable in a sister property of the owner.
  - I am a female tenant and the male property manager keeps saying sexually suggestive things and asking me out, even though I have politely told him I am not interested.

## How do I Submit a Fair Housing Discrimination Claim?

- When you submit a housing discrimination complaint with the CRD, it is automatically submitted with HUD through our Cooperative Agreement. You cannot submit separate complaints with both the CRD and HUD.
- To submit a housing discrimination complaint, all of these requirements must be met:
  - The physical address of the dwelling must be within the state of Texas
  - The date of discrimination must have occurred within one year from the date you are submitting the complaint
  - Your discrimination allegation must specify one or more of the following bases: race, color, national origin, religion, sex, disability or familial status\*
  - \*Familial status means presence of a child under age 18 living with parents or legal custodians, a person securing custody of children under 18, or a pregnant woman
  - Your complaint must identify an actual or threatened injury such as eviction, denial of a rental application, or unwarranted fees
  - The Texas Fair Housing Act covers most housing. In some circumstances, the law exempts owner-occupied buildings with no more than four units, single-family housing sold or rented without the use of a broker, and housing operated by organizations and private clubs that limit occupancy to members. Also, housing developments that qualify as housing for persons age 55 or older may be exempt from the provisions barring discrimination on the basis of familial status.

- If the property listed in your fair housing complaint is located in the Texas cities of Austin, Corpus Christi, Dallas, Fort Worth or Garland, TWC Civil Rights will not be able to take the complaint. You need to contact the local Fair Housing office in those cities.

## How do I File an Employment or Housing Complaint?

- If you believe you are the victim of employment or housing discrimination, you can file a complaint with CRD by following these steps:
  - You can submit a discrimination complaint to CRD through:
    - Online form - [www.texasworkforce.org/civilrights](http://www.texasworkforce.org/civilrights)
    - E-mail for Employment – [EEOIntake@twc.state.tx.us](mailto:EEOIntake@twc.state.tx.us)
    - E-mail for Housing - [HousingComplaint@twc.state.tx.us](mailto:HousingComplaint@twc.state.tx.us)
    - Fax - 512-463-2643
    - Postal mail or in person - 1117 Trinity St, Rm 144-T, Austin, TX 78701
  - Be prepared to present specific facts about the alleged discrimination
  - Provide copies of documents that support the claims in the complaint

## Is There a Way to Try to Resolve My Complaint Without Litigation?

- CRD has a mediation program that you may take advantage of if both you and the person your complaint is against (the Respondent) agree to participate. A certified, impartial mediator will work with the parties to attempt a mutual resolution. Also, even if mediation is not used or does not result in an agreement, the investigator will try to reach an agreement with the Respondent from time-to-time throughout the investigation process. An agreement generally must protect both you and the public interest. If an agreement is signed, CRD will take no further action on your complaint unless CRD has reasonable cause to believe that the conciliation agreement has been breached. CRD may then recommend that the Texas Attorney General file suit.

### Connect With CRD

101 E 15th Street, Rm 144-T,  
Austin, TX 78778-0001  
[texasworkforce.org/civilrights](http://texasworkforce.org/civilrights)



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