

Equity, Civil Rights, and Title IX Office

Civil Rights Investigation Process: Employee Respondent

1 Complainant meets with ECRT for an interview

- Timing of interview at Complainant's discretion
- Complainant shares information about their experience with Investigator, and investigator asks questions
- Complainant will have three calendar days to review statement summary
- Complainant can provide evidence at or following this interview

2 ECRT Meets with Respondent

- Timing at Respondent's Discretion
- Respondent shares information about their experience with Investigator, and Investigator asks questions
- Respondent will have three calendar days to review statement summary
- Respondent can provide evidence at or following this interview

3 ECRT interviews witnesses + gathers additional information

- Timing typically ranges from 1 week to 6 weeks
- Each Witness has three calendar days to respond to statement summary

4 Preliminary Report Review

- Parties have 10 calendar days to respond
- ECRT provides Complainant and Respondent with preliminary report, which includes all relevant information gathered by the Investigator
- Investigator incorporates any new information from parties in to final report

5 Final Report Drafting + ECRT Internal Review

- Occurs as soon as possible after receipt of feedback from both parties
- Investigator drafts analysis + finding
- Civil Rights Director, Assistant Director for Civil Rights Investigations and Executive Director review entire report + finding.

6 Distribution of Final Report

- Investigator distributes final report, including finding as to whether or not policy was violated, to both parties
- If sanctioning needed, Respondent's supervisor works with HR to determine sanctioning

