**Equity, Civil Rights, and Title IX Office**

**Civil Rights Process Overview: Employee Respondent**

1. **ECRT Receives Report + Performs Initial Assessment**
   - Assessment occurs immediately
   - ECRT considers various options for resolution

2. **ECRT Sends Outreach to Complainant**
   - Outreach occurs within 24 business hours of report receipt
   - Email explaining ECRT's role, procedural options and supportive measures

3. **ECRT Meets with Complainant**
   - Timing at Complainant's Discretion
   - ECRT will explain options for resolution, (below) + supportive measures
   - Complainant may elect to share information about their experience and/or file a complaint
   - When appropriate, ECRT will make a referral to HR or other resources

4. **Complainant Requests One of the Following:**
   - **Investigative Resolution**
     - Entire process may take up to 180 days
     - ECRT gathers information to determine whether policy was violated
   - **Informal Resolution**
     - Referral for educational training
     - Other options as discussed with investigator
   - **Mediation**
     - Informal but structured interaction between the Complainant and the Respondent with the help of a neutral mediator to achieve a resolution satisfactory to both parties.
     - Mediation is usually not used when the concerns involve recurring behavior
   - **No Action**
     - Parties may request that ECRT take no action at all in response to their report

5. **ECRT Leadership Reviews Requested Step**
   - ECRT Leadership must approve any requested resolution option identified by Complainant.