

# Equity, Civil Rights, and Title IX Office

## Civil Rights Process Overview: Employee Respondent

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### ECRT Receives Report + Performs Initial Assessment

- Assessment occurs immediately
- ECRT considers various options for resolution

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### ECRT Sends Outreach to Complainant

- Outreach occurs within 24 business hours of report receipt
- Email explaining ECRT's role, procedural options and supportive measures

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### 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

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### 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

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### ECRT Leadership Reviews Requested Step

ECRT Leadership must approve any requested resolution option identified by Complainant.