

Equity, Civil Rights, and Title IX Office

Civil Rights Process Overview: Employee Respondent

1

ECRT Receives Report + Performs Initial Assessment

- ECRT promptly considers various options for resolution.

2

ECRT Sends Outreach to Complainant

- ECRT sends the complainant an 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

- ECRT gathers information and determines 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

- Complainant may request that ECRT take no action at all in response to their report

Note: there is no appeals process for civil rights investigations

5

ECRT Reviews Requested Step

ECRT must approve any requested resolution option identified by Complainant.



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