

EQUITY & INCLUSION DIVISION

EMPLOYEE DISCRIMINATION COMPLAINT PROCESS

Note that this information is an overview and does not include all conceivable steps or actions.

Subsequent to exercising the informal conflict resolution process, an employee must file a formal Complaint within **45 calendar days** of the alleged harm.

STEP 1: MEDIATION

Both parties are invited to enter into mediation. Parties will express concerns and work toward a resolution that both parties find acceptable. If a settlement is reached, the parties enter into a legal agreement and EID closes the case; if the parties decline or if it is unsuccessful, EID begins STEP 2.

STEP 2: REVIEW

The complaint is assigned to an Equity & Inclusion Business Partner (EIBP). The EIBP reviews the complaint for completeness. If not complete, the EIBP works with the complainant to ensure that all pertinent information has been provided. If accepted, the case is sent to STEP 3. If referred, the case is directed to the appropriate office/department.

STEP 3: INVESTIGATION

The EIBP reviews complainant's allegations and gathers supporting documents, respondent's position statement, witnesses' interviews, and other supporting evidence. The complaint moves to STEP 4.

STEP 4: FINDING

All evidence is analyzed and a detailed report is written outlining the allegations, evidence of record, findings (showing either a violation or no violation), and recommendations. The case is forwarded to the Chief Equity & Inclusion Officer for review and approval. The complainant and respondent will receive a copy of the Complaint Findings and Final Closure Form usually within 60 days from the filing of the complaint. If a violation of the rules and regulations occurred, EID will facilitate the parties reaching a solution and then close the case. If there is no violation, EID will close the case. After the closure of a case, EID will transfer it to the County Attorney's Office.

Note: Although a complaint may result in no violation of the rules and regulations, EID may make recommendations, which may include an action plan, to improve upon specific business practices based on the evidence revealed from the investigation.

