

# Equity, Civil Rights, and Title IX Office

## Sexual and Gender-Based Misconduct Process Overview: Employee Procedures

### 1 ECRT Receives Report + Performs Initial Assessment

- Assessment occurs as soon as possible
- ECRT considers health and safety concerns

### 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 Formal Complaint - a signed document outlining the allegations and requesting an Investigative Resolution or Adaptable Resolution

### 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
- May include a live hearing

#### Adaptable Resolution (Pilot)

- Typically 90 days or less
- Voluntary, remedies based resolution that seeks to repair harm (to the extent possible).
- Does not include formal discipline of Respondent

#### 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. Generally, a request for no action cannot be honored where the Respondent is an employee.

### 5 Title IX Coordinator Reviews requested step

Title IX Coordinator must approve any requested resolution option identified by Complainant. Regardless of which pathway the Title IX Coordinator approves, the Complainant has the right to participate or not participate.

