Grievance Flow Chart

File informal or formal complaint with Equal Opportunity Office (EO).

EO investigates the complaint.

- No basis for the complaint.
  - Complaint is dismissed when there is no substantial factual or legal basis found.
- Substantial, but no legal basis.
  - Complaint is dismissed, but EO may issue recommendations for resolution of the dispute.

When EO finds substantial factual or legal basis, EO determines if disciplinary action is warranted.

- YES
  - EO sends complaint to Respondent. Respondent files written response to complaint within 15 days of notice.

EO sends findings, conclusions and recommendations to Respondent's supervisor.

A formal hearing committee hears the matter.

09/16/99
See the Equal Opportunity Greivance Procedure Manual for complete details of the grievance process or see Percy Morehouse, Executive Dir/Asst. to the President, Equal Opportunity Office (EOO), CN 315, (303) 556-2939.
Post-complaint - Pre-hearing Procedure Flow Chart

EO sends complaint to Respondent.

Respondent files written response to complaint within 15 days of notice.

The Hearing Committee is selected within 10 days after Respondent's response is received by the EOO.

The parties may conduct discovery to get information and documents.

EOO submits complaint and response to the Hearing Committee.

Hearing is scheduled within 120 days if practicable.

Parties must file prehearing statement.

09/16/99
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Order of Hearing Flow Chart

(Hearings are open to the public unless either party requests a closed hearing)

Opening Statements by both parties.

Witnesses presented and documentary evidence produced.

Cross-examination.

Closing Arguments

Hearing Committee may call and questions witnesses at any time.

Committee deliberates when hearing is closed. 21 days to complete and submit report.

Committee's findings, conclusions and recommendations go to the President.

09/16/99
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Presidential review of committee's findings

President reviews the Committee's Findings.

NON-CONURRENCE

President: 1) Modifies, 2) Reverses, or 3) Remands Committee's Findings.

CONCURRENCE

President issues a written Decision.

APPEALS

No Formal Appeal – May request Reconsideration.

DISTRIBUTION

- Grievant
- Respondent
- Hearing Committee
- Equal Opportunity Dir.

Grievant may file with external federal or state agency

09/16/99
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