Bullying complaint filed within 90 working days of last incident

Upon receiving written complaint, Human Resources (HR) in consultation with the Office of General Counsel will determine jurisdiction.

Complaint is dismissed, and/or appropriate referrals are made, complainant is notified of the status and the respondent(s) is not notified of the complaint.

Investigation begins. Complainant is notified of the status, the respondent(s) is notified of the complaint and the University’s zero tolerance policy against retaliation.

Copy of complaint is sent to respondent(s) with timeline for their response and complainant is copied.

Respondent(s) file written response to complaint within 10 working days of notice. The response is sent to complainant with an opportunity for rebuttal within 10 working days.

Complaint is dismissed and/or appropriate referrals are made.

HR or EI (within 60 working days) sends findings, conclusion and recommendation(s) to the appropriate Administrator to take the appropriate corrective action.

Within 10 working days the appropriate Administrator issues the appropriate corrective action.

For actions for Classified Employees, see state personnel rules.

If a Classified employee disagrees with the supervisor’s action then the classified employee needs to follow the MSU Denver Classified Grievance Procedure found on the HR Department website.