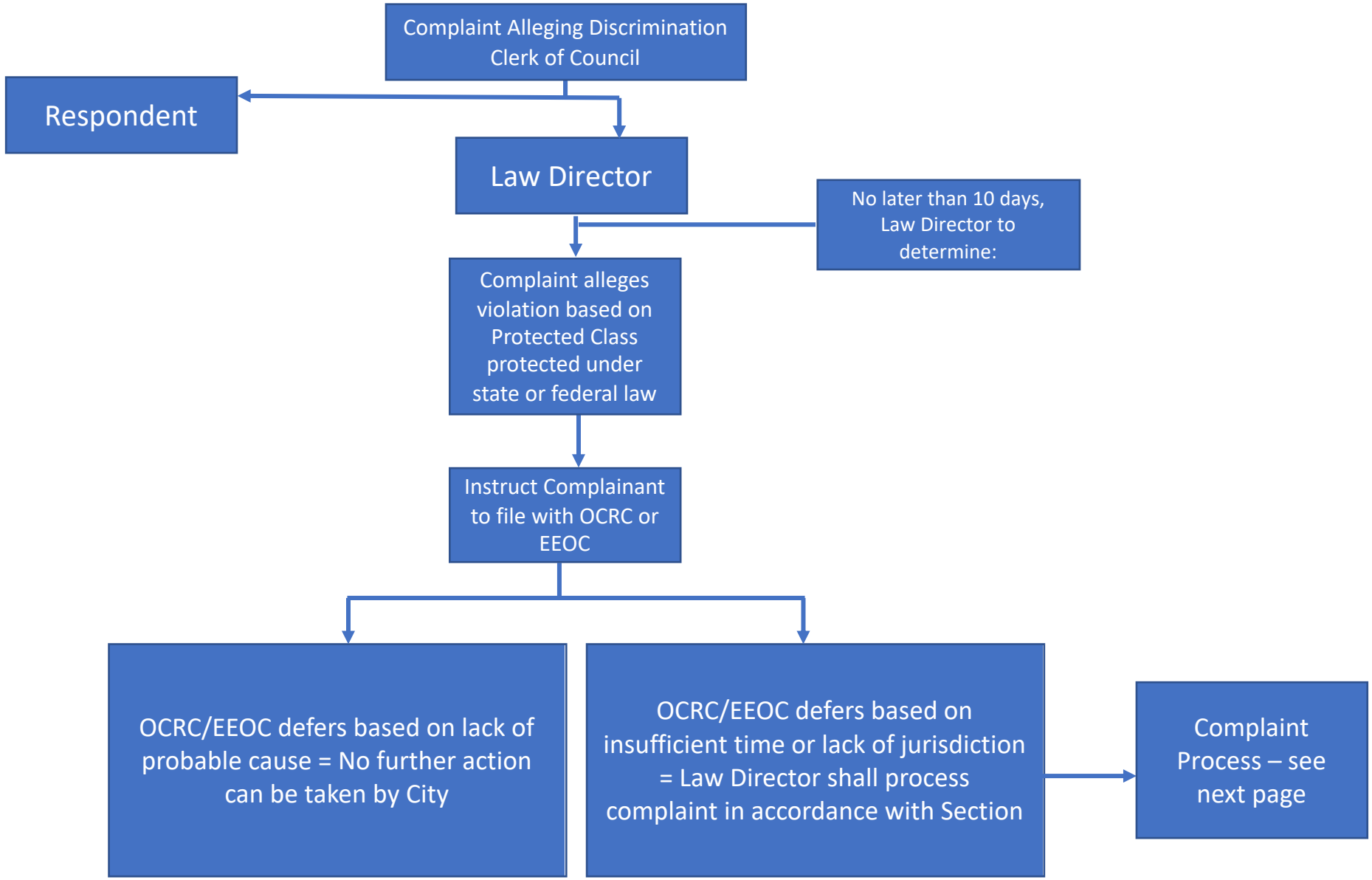
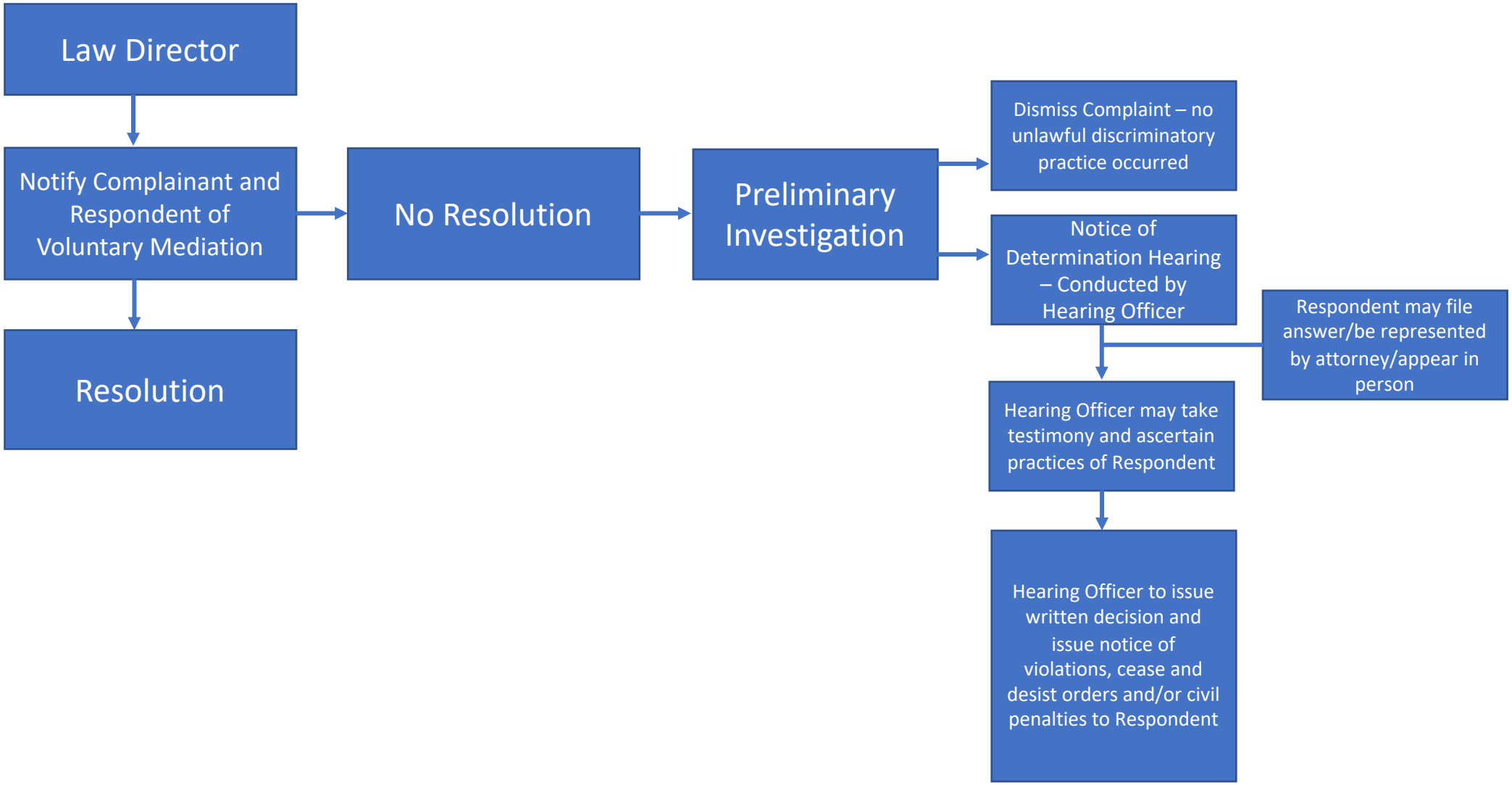
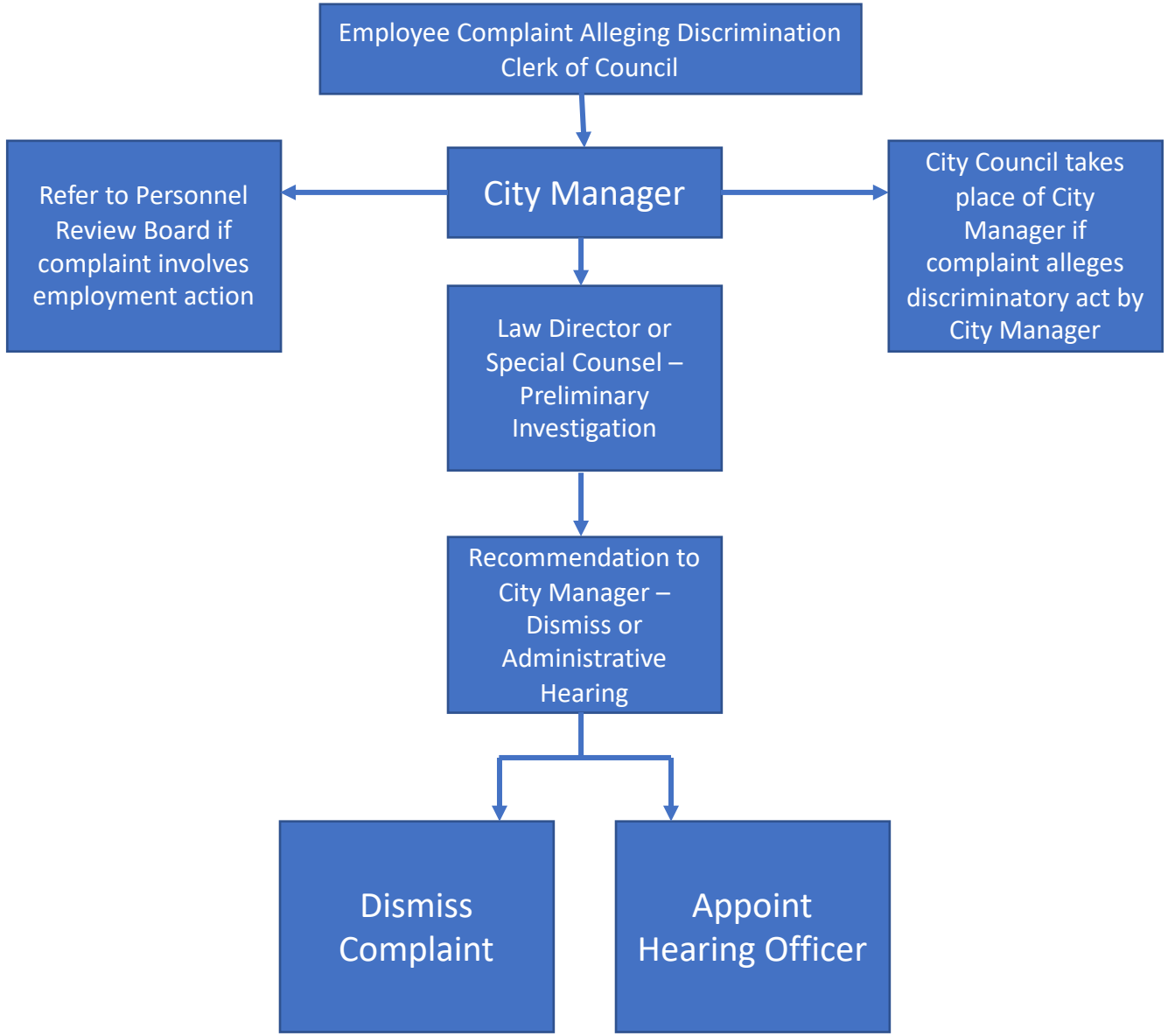

Complaint Alleging Discrimination Clerk of Council
Respondent
Law Director
No later than 10 days, Law Director to determine:
Complaint alleges violation based on Protected Class protected under state or federal law
Instruct Complainant to file with OCRC or EEOC
OCRC/EEOC defers based on lack of probable cause = No further action can be taken by City
OCRC/EEOC defers based on insufficient time or lack of jurisdiction = Law Director shall process complaint in accordance with Section
Complaint Process – see next page


Law Director
Notify Complainant and Respondent of Voluntary Mediation
Resolution
No Resolution
Preliminary Investigation
Dismiss Complaint – no unlawful discriminatory practice occurred
Notice of Determination Hearing – Conducted by Hearing Officer
Respondent may file answer/be represented by attorney/appear in person
Hearing Officer may take testimony and ascertain practices of Respondent
Hearing Officer to issue written decision and issue notice of violations, cease and desist orders and/or civil penalties to Respondent


Employee Complaint Alleging Discrimination
Clerk of Council
Refer to Personnel Review Board if complaint involves employment action
City Manager
City Council takes place of City Manager if complaint alleges discriminatory act by City Manager
Law Director or Special Counsel – Preliminary Investigation
Recommendation to City Manager – Dismiss or Administrative Hearing
Dismiss Complaint
Appoint Hearing Officer