



# DEPARTMENT OF HUMAN RESOURCES TITLE IX PROCESS FOR EMPLOYEES



**COMPLAINT RECEIVED**  
A report of sexual misconduct or harassment is received by the Title IX Coordinator.

**INTAKE MEETING**  
Title IX Coordinator meets (within 2 days of receiving complaint) with Complainant to discuss options for supportive measures, and sign the formal complaint.

**INITIAL DETERMINATION**  
Title IX Coordinator determines risk of harm to Complainant and if further action is warranted.

**WRITTEN NOTICE OF ALLEGATIONS/ INVESTIGATION**  
Notices including summary of allegation(s) being investigated, potential Policy violations, range of potential discipline, and an explanation of rights and options.

**YES**

**NO**

**CASE DISMISSED**  
Notice of Dismissal sent to all parties. Case is considered to be closed.

**INITIAL INTERVIEW**  
Meeting with Respondent to discuss nature of complaint and their rights during the process.

**RESPONSE/QUESTION PERIOD – RIGHT TO APPEAL**  
Complainant has the option to appeal the dismissal in writing within 10 days from receipt of the decision.

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**DRAFT INVESTIGATIVE REPORT REVIEW**  
Investigator prepares a draft written report and both parties are provided 10 calendar days to review and respond to the draft written report.

**INVESTIGATION**

**INVESTIGATIVE FINDING – NOT RESPONSIBLE**  
Notice of Investigator's determination sent to all parties. Case is considered to be closed.

**APPEAL PROCESS**  
Appeal requests will be referred to the Appeal Decision Maker who will issue a written decision.

**PARTIES' SUBMISSION OF ADDITIONAL EVIDENCE**  
Parties may identify additional witnesses or evidence and submit further questions they believe should be explored.

**DETERMINATION OF RESPONSIBILITY**  
After review of the Final Investigative Report, the Title IX Decision Maker will issue a written determination regarding responsibility including any discipline/sanctions if necessary.

**INVESTIGATIVE FINDING – RESPONSIBLE**  
Notice of Title IX Decision Maker's Determination sent to all parties.

**RESPONSE/QUESTION PERIOD – RIGHT TO APPEAL**  
Respondent has the option to appeal the dismissal in writing within 10 days from receipt of the decision.

**FINAL INVESTIGATIVE REPORT**  
Investigator prepares written report and submits to the Title IX Coordinator. Title IX Coordinator submits to the Title IX Decision Maker.