

## Systemwide Employment Discrimination Complaint Procedures (revised August 3, 2007)

ae = after the event giving rise to discrimination claim/complaint or after EE knew or reasonably should have known of event  
 C = calendar days  
 EE = employee

mat = mutually acceptable time. A step that is to be completed at a mutually acceptable time must be done within such time as to allow the next step in the complaint procedure be completed within the specified deadline  
 n/a = not applicable (i.e., this step does not exist in the complaint procedure for this EE unit)  
 no deadline = no deadline is specified to complete this step, but University's response should be prompt and appropriate  
 W = working days

Steps that occur at the campus, as opposed to the Chancellor's Office, are highlighted yellow

TIMELINES														
Employee Group	Nondiscrimination Policy/Article	Discrimination Complaint Procedure	Informal Level (optional) Employee Days to Request Mtg	Informal Level (optional) University Days to Meet	Informal Level (optional) University Days to Respond	Level I Employee Days to File	Level I University Days to Meet	Level I University Days to Respond	Level II Employee Days to File	Level II University Days to Meet/Hold Hearing	Level II University Days to Respond	Level III Employee Days to File	Level III University Days to Meet	Level III University Days to Respond
1 Physicians	Articles 26.21-26.25	E.O. 419, as amended by Articles 26.21-26.25	n/a	35C ae	no deadline	42C ae	mat	21C after Level I filing	14C	mat	21C after Level II filing	REGULAR LEVEL III		
												14C after Level II response or after agreement to skip Level II	mat (for Level III mtg)	21C after Level III filing
												LEVEL III + ADVISORY FACT-FINDING		
		14C after Level II response	mat (for fact-finding hearing)	no deadline										
2, 5, 7, 9 CSUEU	Articles 25.1-25.2	E.O. 928	20W ae	14W	60W	10W after Informal Level response OR 30W ae	mat	60W after Level I filing	10W	mat	90W after Level II filing	n/a	n/a	n/a
3 CFA	Articles 16.1-16.2	Article 10	Informal Level may be initiated by EE after Level I is filed. There are no deadlines in Informal Level.			42C ae	14C	14C	CONTRACTUAL PROCEDURE					
									14C	14C	14C	n/a	n/a	n/a
									STATUTORY PROCEDURE (FACULTY HEARING)			STATUTORY PROCEDURE (PRESIDENTIAL REVIEW)		
									14C	14C after notice of selection of Faculty Hearing Committee	14C after hearing	n/a	n/a	21C after President's receipt of the Faculty Hearing Committee's recommendation
4 Acad. Prof.	Articles 21.1-21.6	Article 5  OR E.O. 928, as amended by Articles 21.1-21.6	Informal Level may be initiated by EE before Level I is filed. There are no deadlines in Informal Level.			21C ae	mat	21C	14C	mat	21C after Level II filing or after mtg, if optional mtg was held	14C	mat	21C after Level III filing or after mtg, if optional mtg was held
									REGULAR LEVEL II					
									10W	mat	90W after Level II filing	n/a	n/a	n/a
									LEVEL II + ADVISORY FACT-FINDING					
		14C	mat (for fact-finding hearing)	no deadline	n/a	n/a	n/a							
6 Skilled Crafts	Article 6.1	E.O. 928	20W ae	14W	60W	10W after Informal Level response OR 30W ae	mat	60W after Level I filing	10W	mat	90W after Level II filing	n/a	n/a	n/a
8 Public Safety	Articles 27.1-27.2	E.O. 928	20W ae	14W	60W	10W after Informal Level response OR 30W ae	mat	60W after Level I filing	10W	mat	90W after Level II filing	n/a	n/a	n/a
10 Skilled Crafts - CMA	Article 8.1	E.O. 675	n/a	35C ae	no deadline	42C ae	mat	30C after Level I filing	14C	mat	90C after Level II filing	n/a	n/a	n/a
11 TA, GA, ISA	Articles 16.1-16.4	Informal Level under E.O. 928; Formal Level under Article 10	20W ae	14W	60W	14C after Informal Level response OR 21C ae	EE requests mtg 14C after Level I filing; University meets 14C after EE's request	14C after Level I mtg	14C	EE requests mtg 14C after Level II filing; University meets 14C after EE's request	14C after Level II mtg	n/a	n/a	n/a
12 Head Start	Articles 23.1-23.2	E.O. 928	20W ae	14W	60W	10W after Informal Level response OR 30W ae	mat	60W after Level I filing	10W	mat	90W after Level II filing	n/a	n/a	n/a
MPP, Confidential	E.O. 883, E.O. 927	E.O. 928	20W ae	14W	60W	10W after Informal Level response OR 30W ae	mat	60W after Level I filing	10W	mat	90W after Level II filing	n/a	n/a	n/a