MEMORANDUM

TO: Supervisor

FROM: Office of Institutional Equity (OIE)

SUBJECT: Expectations for the OIE Complaint Process

OIE has developed this memorandum in order to advise you of what to expect since one of your employees has filed an allegation(s) with this office. OIE serves as an objective, fact finder in the investigation process and does not advocate for parties to a complaint.

You can expect the OIE office to:

• Be professional and discreet so as to create as little disruption in your work area as possible
• Complete the process in the timeliest manner possible
• Keep you informed throughout the investigative process
• Keep information as confidential as possible during the complaint process
• Be available to answer any of your questions or concerns

We request you:

• Cooperate to the best of your ability with this office while we conduct the Intake and/or Investigation
• Assist in keeping the complaint process moving by responding in a timely manner to OIE’s requests for information
• Notify the complainant and respondent that you are aware of the investigation
• Keep information concerning the Intake and/or Investigation as confidential as possible
• Monitor the respondent’s behavior towards the complainant to insure that the respondent does not retaliate against the complainant or anyone else who participates in the Intake and/or Investigation. If you have questions as to what constitutes retaliation, please contact OIE at (504) 862-8083
• Monitor the behavior of the complainant and employees in the department for climate issues

We would like to remind you that during the course of an investigation this office may request that individuals from your department come to our office for interviews. Please cooperate with us in ensuring these individuals are given the time to assist us. The time spent in our office for the purpose of processing the allegation(s), is considered work time. The employee does not
need to take annual leave.

For further information on OIE, call 862-8083.

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