

STOCKTON UNIVERSITY

PROCEDURE

Procedures for Internal Complaints Alleging Discrimination in the Workplace

Procedure Administrator: Chief Officer for EEO and Compliance

Authority: *N.J.A.C.* 4A:2-1.1(d), 4A:2-1.7, 4A:2-2 and 3, 4A:7-3.1 & 3.2

Effective Date: December 16, 1999, June 3, 2005, August 20, 2007, October 6, 2010;
February 16, 2011; December 5, 2013; November 24, 2015; November 23, 2020

Index Cross-References: Policy VI-28: Policy Prohibiting Discrimination in the
Workplace

Procedure File Number: 6360

Approved By: Dr. Harvey Kesselman, President

The following procedures are in accordance with the Model Procedures developed by the New Jersey Department of Personnel, Division of EEO/AA.

1. All employees and applicants for employment should promptly report suspected violations of Policy VI-28 – the University Policy Prohibiting Discrimination in the Workplace, which replicates the New Jersey State Policy Prohibiting Discrimination in the Workplace, *N.J.A.C.* 4A:7-3.1.
2. Complaints of prohibited discrimination/harassment can be reported to either the Chief Officer for EEO and Compliance, to any supervisory employee of the University, or through the State's Hotline (833-691-0404). To facilitate the reporting of a complaint, the complainant should complete a Discrimination Complaint Processing Form (DPF-

6. In order to facilitate a prompt, thorough, and impartial investigation, all complainants are encouraged to submit a Discrimination Complaint Processing Form (DPF-481). An investigation may be conducted whether or not the form is completed.
7. The University shall maintain a written record of the discrimination/harassment complaints received. Written records shall be maintained as confidential records to the extent practicable and appropriate. A copy of all complaints (regardless of the format in which submitted) must be submitted to the Division of EEO/AA, by the University's Chief Officer for EEO and Compliance, along with a copy of the acknowledgement letter(s) sent to the person(s) who filed the complaint and, if applicable, the complaint notification letter sent to the person(s) against whom the complaint has been filed including the basis for the complaint and whether or not an investigation will be initiated. When a complaint on its face is insufficient to determine the nature and scope of the allegations, the EEO/AA Officer shall interview the person submitting the complaint for additional information to determine whether the allegations implicate Policy VI-28.
 - a. If, after conducting the interview of a complainant, the EEO/AA Officer determines that an investigation is not warranted, a letter shall be sent to the complainant explaining the basis for the decision not to investigate. If a written complaint has not been filed, the Chief Officer for EEO and Compliance must submit to the Division of EEO/AA a brief summary of the allegations that have been made. Copies of complaints filed with the New Jersey Division on Civil Rights, the U.S. Equal Employment Opportunity Commission, or in court also must be submitted to the Division of EEO/AA.
 - b. If after conducting the interview of a complainant, the EEO/AA Officer determines that an investigation is warranted, the Chief Officer for EEO and Compliance or authorized designee will obtain information regarding the

- a. The facts presented;
- b. Whether the complainant articulated a sufficient nexus between the alleged conduct and a protected category as set forth in *N.J.A.C.*

Newark, NJ 07102
(973) 645-4684

Philadelphia District Office 801 Market Street, Suite 1300**
Philadelphia, PA 19107-3127
(215) 440-2600

*Newark Area Office has jurisdiction over the State of New Jersey Counties of Bergen,
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