

**PROCEDURE AND TIMETABLE FOR REPORTING
WRONGFUL CONDUCT AND EDR CLAIMS
UNDER THE EQUAL EMPLOYMENT OPPORTUNITY/
EMPLOYEE DISPUTE RESOLUTION PLAN**

- I. Pursuant to Chapter IX of the Court's Equal Employment Opportunity/Employment Dispute Resolution Plan (hereinafter the Plan), an employee is encouraged to report wrongful conduct to his/her supervisor as soon as possible. However, **a report of wrongful conduct is NOT the same as initiating or filing a claim under the Plan.** Allegations of wrongful conduct are investigated and employees found to have engaged in wrongful conduct, as defined in the Plan, may be subject to disciplinary action. Retaliation against employees making a report of wrongful conduct is prohibited.

Procedures for reporting wrongful conduct are:

Employee reports wrongful conduct to supervisor or EDR Coordinator



*If said wrongful conduct report is submitted to supervisor,
the supervisor shall file an incident report (EDR Form 1)
with the EDR Coordinator within two business days*



*EDR Coordinator shall promptly notify the chief judge,
the unit executive and the human resources manager of any report*

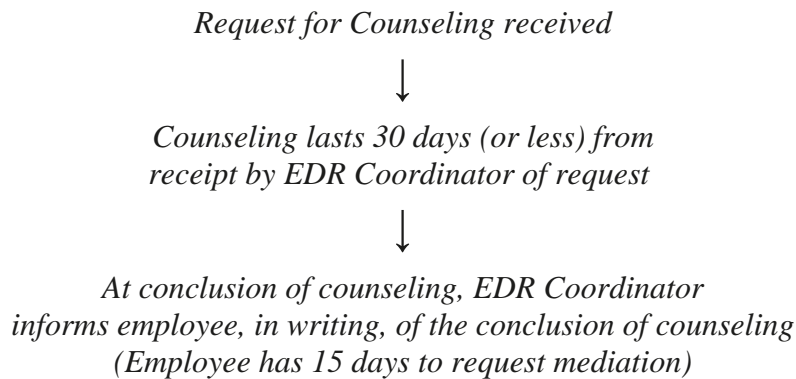


*The Chief Judge and/or Unit Executive shall ensure
that said allegations are appropriately investigated by
either the human resource manager or other designated person.*

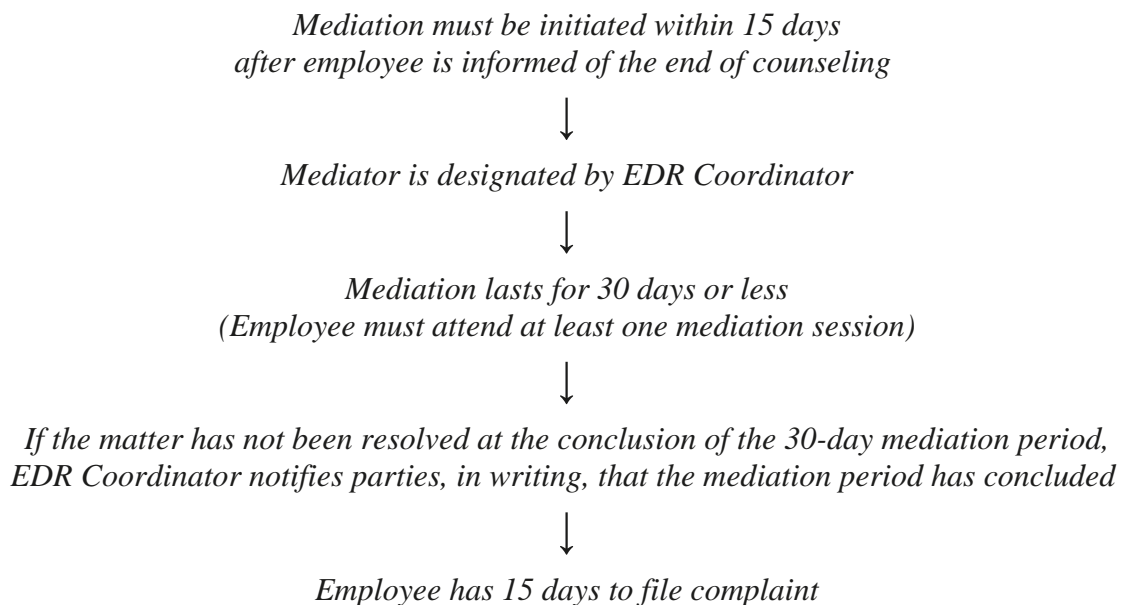
Individuals involved in the investigation are required to protect the confidentiality of the allegations of wrongful conduct to the extent possible.

- II. Pursuant to Chapter X of the Court's Equal Employment Opportunity/Employment Dispute Resolution Plan (hereinafter the Plan), an employee who claims a denial of rights granted in Chapters II through VIII of the Plan may seek resolution of such claim through the Dispute Resolution Procedures as set forth in Chapter X of the Plan. Such process begins with a Request for Counseling, followed by a period of Mediation. If the matter is not resolved through either counseling or mediation, then said employee may file a written complaint for consideration of the chief judge or designated presiding judicial officer.

COUNSELING



MEDIATION



COMPLAINT

*Complaint must be filed within 15 days
after mediation ends*



*Chief Judge or designee will review complaint and
may either dismiss complaint (if frivolous) or move forward*



*A hearing on the merits shall be held unless the presiding judicial officer
determines that no material factual dispute exists; said hearing must be
no later than 60 days after Complaint was filed.
A verbatim record of the hearing must be kept.*



*A written decision must be filed
within 30 days of the conclusion of the hearing*



Said decision may be appealed to judicial council of the circuit