



Prepared by the Vice President for Administration.
This is a new Administrative Procedure.

January 1983

EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION

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A9.910 REPORTING PROCEDURE FOR EMPLOYMENT DISCRIMINATION
COMPLAINTS

1. Purpose

To ensure notification of appropriate administrators regarding employment discrimination complaints and to establish a reporting procedure for summarizing such complaints.

2. Objectives

- a. To enable the University to gain insight into potential employment discrimination problem areas and to develop plans for remedial action where problem areas exist.
- b. To enable the University to assess the overall potential liability the University faces in responding to employment complaints.

3. Responsibilities

- a. Chancellors shall be responsible for the implementation of this Administrative Procedure on their respective campuses.
- b. The Employee Relations Administrator shall conduct an annual review of information received regarding complaints, and shall prepare such reports as are necessary for internal and external distribution.

4. Scope

Employment discrimination complaints may be lodged by current or former employees or by applicants for employment and may range from formal written allegations of discrimination to informal inquiries into possible irregularities or unequal treatment which Campus/Unit EEO/AA Coordinators may be asked to investigate. Possible issues include but are not limited to race, color, religion, national origin, age, and sex.

5. Procedures

- a. Notification of administrators. Administrators at any level who receive written complaints from individuals or who receive notices from Federal or other outside agencies shall notify (by copy of the grievance, complaint, or notice) the Employee Relations Administrator, the Chancellor, the Provosts when applicable, the Campus EEO/AA Administrator, and other appropriate administrators.
 - b. Summary reports.

EEO/AA Form 1 for external complaints and Form 2 for internal complaints shall be submitted by each Chancellor or (designee) by January 15 each year.
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UNIVERSITY OF HAWAII EEO/AA EXTERNAL COMPLAINT REPORT (to be submitted annually by January 15)

For the year: _____

STATUS OF EXTERNAL COMPLAINTS RECEIVED BY EEO/AA COORDINATOR FOR _____ (campus)

The status of new, pending, and resolved complaints filed with the Equal Employment Opportunity Commission (EEOC), the Office of Federal Contract Compliance Programs (OFCCP), or the Office for Civil Rights (OCR)

External Agency	Date of Agency Notice	Name of Complaint	Case Number	Basis of Complaint*	Type of Personnel Action**	Ruling or Status	✓if in Litigation

*Sex (female), ethnicity (Hawaiian, etc.), national origin, etc.

**New hire, promotion, tenure, termination, etc.

Continue to list unresolved complaints. Attach a one-page summary report of each resolved case. The summary should include the:

a) basis of the charge; b) nature of the action; and c) ruling or status of the case.

Filed by _____

EEO/AA Coordinator

Date _____

Telephone _____

INTERNAL COMPLAINT FORM

STATUS OF INTERNAL COMPLAINTS RECEIVED BY EEO/AA COORDINATOR FOR _____

(campus)

For the year: _____ (Submit by January 15)

Date	Written or Oral	Name of Complainant	Basis of Complaint	Type of Personnel Action	EEO/AA Coordinator's Findings/Recommendations	if filled via collect. bargaining

*Sex (female), ethnicity (Hawaiian, etc.), national origin, etc.

**Hire, promotion, tenure, termination etc.

Filed by _____
EEO/AA Coordinator

Continue to list unresolved complaints. Attach a one-page summary report of each resolved case. The summary should include the: a) basis of the charge; b) nature of the action; and c) ruling or status of the case.

Date _____ Telephone _____