Discrimination and Harassment Process Flow Chart

Who is the alleged offender?

Legislator

Conduct reported to one of these positions:
- Speaker of the House, President of Senate
- Majority or Minority Leader
- Legislative Branch Human Resource Manager

Discrimination/Harassment Complaint Resolution Form filled out with assistance from HR

HR will document and contact Legislative Conduct Panel (Senate President, Speaker of House, Senate or House Minority Leaders OR other delegated)

Legislative Conduct Panel convenes within 3 business days during session OR within 15 business days during interim; conducts preliminary inquiry; and determines complaint to be:
- Frivolous so no action taken
- Has merit and resolution may be made without further investigation
- Has merit and a third party investigation is necessary

Legislative Conduct Panel recommends corrective action plan

HR updates complainant of status of process

Legislator attends:
- Training, referral to counseling, disciplinary action, or deny access to complainant
- Speaker of House or Committee on Committees to remove legislator from committee assignment or chair position
- Refer matter to Ethics Committee who will hear matter in accordance with its procedures and make a recommendation to the body
- Other action that may be considered appropriate, which may include referral to law enforcement

Legislative Conduct Panel informs the complainant and the legislator against whom the complaint was made of the determination

Conduct reported to one of these positions:
- Employee’s supervisor
- Division Director
- Presiding Officer of appropriate committee

Legislative Branch Human Resource Manager

HR and Chief Legal Counsel, with assistance from the person who reported the conduct will make an inquiry within 20 calendar days of the report and will determine with assistance from highest reporting authority:
- Frivolous so no action taken
- Has merit and resolution may be made without further investigation
- Has merit and a third party investigation is necessary

Legislative Branch Chief Legal Counsel procures third party investigator who conducts investigation and provides results and recommendation of corrective action to Panel

HR updates complainant of status of process

Conduct reported to one of these positions:
- Supervisor or Manager
- Division Director
- Legislative Branch Human Resource Manager

Legislative Branch permanent, temporary, or non session short term staff

Third party – public, vendor, independent contractor, media, other state agency, lobbyist

Legislative Conduct Panel informs the complainant and the legislator against whom the complaint was made of the determination

Legislative Conduct Panel recommends corrective action plan

HR updates complainant of status of process

Notifying the alleged offender’s employer, principal, or clients

Temporary removal from or denying access to legislative building or activities

Temporarily denying the alleged offender access the complainant’s workplace

Referral to Ethics Committee

HR updates complainant of status of process

Refer matter to Ethics Committee who will hear matter in accordance with its procedures and make a recommendation to the body

Legislative Branch Human Resource Manager