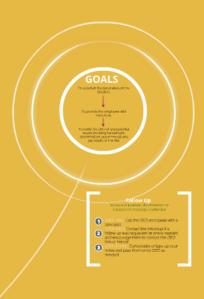
Navigating the Basics of Discrimination, Harassment, Accommodations and....when to CALL OEO!



w much information do you need?

...and how to get it.

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Step 1: Know the Basics
There are three layers of protection for workers.

FEDERAL LAW
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accommodations and pay equity.

MICHIGAN LAW
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and metal status.

WSU POLICY
VSU POLICY
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What to do when you get THAT call...

Overall objective, know when to get OED involved.

How to know when issues or equal opportunity are at play...

the employee need not use major words of door mation in door mation in door mation in get to be seen door mation in get to be seen to be determine that as a possibility on a protected basis

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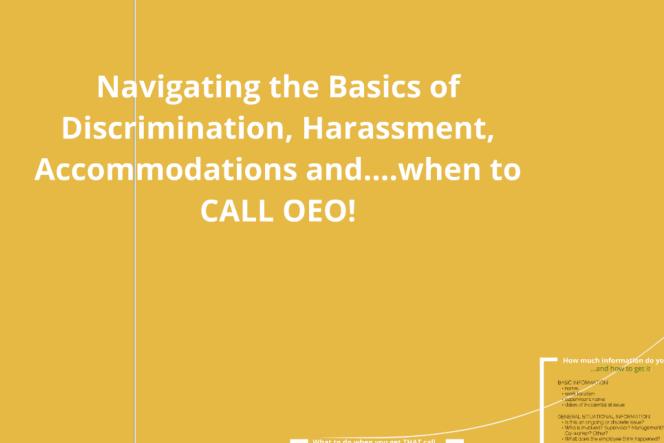


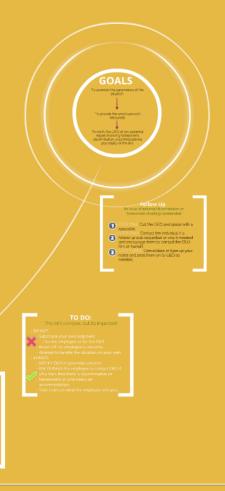




































Step 1: Know the Basics

There are three layers of protection for workers.

FEDERAL LAW



Protected classes: race, color, national origin, religion, sex, disability. Also includes prohibition on sexual harassment, requirement of reasonable accommodations and pay equity.

MICHIGAN LAW 🗸

Protected classes: all of the above PLUS height, weight, familial status and marital status.

WSU POLICY



Protected classes: all of the above PLUS: sexual orientation and gender identity (written into the policy).

* Federal law also prohibits discrimination based on genetic information or the perception of genetic information.



What to do when you get THAT call...

Overall objective: Know when to get OEO involved.

How to know when issues of equal opportunity are at play...

the employee need not use magic words of discrimination or harassment ... you might have to determine that as a possibility

the employee might use
the terms
'discrimination' and
'harassment' but they do
not seem to be based
on a protected basis

you might have other knowledge of the situation that you feel gives you a solution...do you use it?



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yes, I have been witness to violations of Title VII, Section 703(a). Please advise!



I wish to engage in the interactive process in order to receive a reasonable accommodation that allows me to perform the essential functions of my job.



the employee might use the terms 'discrimination' and 'harassment' but they do not seem to be based on a protected basis



'This is discrimination!'
'Why? Do you say that?'
'Because they don't like my shoes!'



I'm being harassed. This is retaliation.



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I know this department...there's no way discrimination is going on there.





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How much information do you need? ...and how to get it.

BASIC INFORMATION:

- name,
- work location
- supervisor's name
- dates of incident(s) at issue

GENERAL SITUATIONAL INFORMATION:

- Is this an ongoing or discrete issue?
- Who is involved? Supervisor? Management? Co-worker? Other?
- What does the employee think happened?



This does not need to be a long call.

TO DO:

This isn't complex, but it's important

• DO NOT:

- Substitute your own judgment
 - for the employee or for the OEO
- Brush off the employee's concerns
- Attempt to handle the situation on your own
- ALWAYS:
 - NOTIFY OEO of potential concerns
 - ENCOURAGE the employee to contact OEO if s/he feels that there is discrimination or harassment or s/he needs an accommodation.
 - Take notes on what the employee tells you.



Follow Up

No issue of potential discrimination or harassment should go unattended

- STEP ONE: Call the OEO and speak with a specialist.
- STEP TWO: Contact the individual if a follow up was requested or one is needed and encourage them to contact the OEO him or herself.
- 3 STEP THREE: Consolidate or type up your notes and pass them on to OEO as needed.



GOALS

To ascertain the parameters of the situation.

To provide the employee with resources.

To notify the OEO of any potential issues involving harassment, discrimination, accommodations, pay equity or the like.

