



JACKSONVILLE
HUMAN RIGHTS
COMMISSION

JHRC's Employment Complaint Process

This information is an overview and does not include all conceivable steps or actions

An EO Aide/Specialist reviews the questionnaire; interviews the Charging Party; determines jurisdiction; prepares formal charge of discrimination.

Mediation is offered to both parties. If the mediation is successful, the parties enter into a legal agreement; if mediation is declined or unsuccessful, the investigative process begins.

Reviews and analyzes the Respondent's Statement of Position and evidence provided.

Interviews Charging Party; all witnesses; requests and reviews additional information and evidence; conducts on-site visit.

Conducts Pre-Determination Conference with Charging Party; analyzes all information and evidence; drafts Investigative Memorandum; forwards Determination to both parties; closes file, as appropriate.

