

**NEW JERSEY CITY UNIVERSITY**

7. New Jersey City University shall maintain a written record of the discrimination/harassment complaints received. Written records shall be maintained as confidential records to the extent practicable and appropriate. A copy of all complaints (regardless of the format in which submitted) must be submitted to the Division of EEO/AA, by New Jersey City University's Director of

11. The President will review the investigative report issued by the Director of EEO/AA, and make a determination as to whether the allegation of a violation of the State's Policy Prohibiting Discrimination in the Workplace has been substantiated. If a violation has occurred, the President will determine the appropriate corrective measures necessary to immediately remedy the violation.
12. The President will issue a final letter of determination to both the complainant(s) and the person(s), against whom the complaint was filed, setting forth the results of the investigation and the right of appeal to the NJCSC, as set forth in Paragraphs 13 and 14 below. To the extent possible, the privacy of all parties involved in the process shall be maintained in the final letter of determination. The Division of EEO/AA shall be furnished with a copy of the final letter of determination.
  - a. The letter shall include, at a minimum:
    1. A brief summary of the parties' positions;
    2. A brief summary of the facts developed during the investigation; and
    3. An explanation of the determination, which shall include whether:
      - i. The allegations were either substantiated or not substantiated; and
      - ii. A violation of the State Policy did or did not occur.
  - b. The investigation of a complaint shall be completed and a final letter of determination shall be issued no later than 120 days after the initial intake of the complaint referred to in paragraph 8 above is completed.
  - c. The time for completion of the investigation and issuance of the final letter of determination may be extended by the President for up to 60 additional days in cases involving exceptional circumstances. The President shall provide the Division of EEO/AA and all parties with written notice of any extension and shall include in the notice an explanation of the exceptional circumstances supporting the extension.
13. A complainant who is in the career, unclassified, or senior executive service, or who is an applicant for employment, who disagrees with the determination of the President may submit a written appeal, within 20 days of the receipt of the final letter of determination from the President, to the NJCSC, Division of Appeals and Regulatory Affairs, ("DARA"), Written Record Appeals Unit, P.O. Box 312, Trenton, N.J. 08625-0312. The appeal shall be in writing and include all materials presented by the complainant at the departmental level, the final letter of determination, the reason for the appeal and the specific relief requested. Please be advised that there is a \$20 fee for appeals. Please include a check or money order along with the appeal, payable to NJCSC. Persons receiving public assistance and those qualifying for NJCSC Veterans Preference are exempt from this fee.
  - a. Employees filing appeals which raise issues for which there is another specific appeal procedure must utilize those procedures. The NJCSC may require any appeal, which raises issues of alleged discrimination and other issues, such as examination appealBT2ppe

c. The NJCSC

