

**UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF WASHINGTON**

**EQUAL EMPLOYMENT
OPPORTUNITY PLAN
AND
EMPLOYMENT DISPUTE RESOLUTION PLAN**

PART A - EQUAL EMPLOYMENT OPPORTUNITY PLAN

PART B - EMPLOYMENT DISPUTE RESOLUTION PLAN

**APPROVED AND ADOPTED APRIL 2002
BY THE
UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF WASHINGTON**


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2 UNITED STATES DISTRICT COURT
3 WESTERN DISTRICT OF WASHINGTON

4 EQUAL EMPLOYMENT OPPORTUNITY
5 PLAN AND EMPLOYMENT DISPUTE
6 RESOLUTION PLAN

GENERAL ORDER

7 The Judges of the United States District Court for the Western District of Washington do
8 hereby approve and adopt the attached Equal Employment Opportunity Plan and Employment
9 Dispute Resolution Plan.

10 DATED this 19th day of April, 2002.

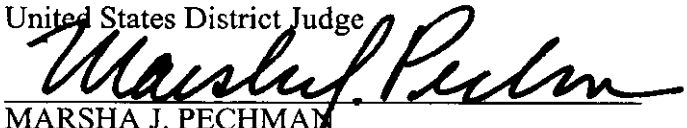
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13 JOHN C. COUGHENOUR
Chief United States District Judge

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15 BARBARA JACOBS ROTHSTEIN
United States District Judge

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17 THOMAS S. ZILLY
United States District Judge

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19 FRANKLIN D. BURGESS
United States District Judge

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21 ROBERT S. LASNIK
United States District Judge

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23 MARSHA J. PECHMAN
24 United States District Judge
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I. PREAMBLE

A. Statement of Policy

The Judicial Conference of the United States in 1987 directed that each court adopt a plan in conformance with the national policy of providing equal employment opportunity to all persons regardless of their race, sex, color, national origin, religion, age, or handicap.

The U.S. District Court for the Western District of Washington adopts this model plan and the accompanying employment dispute resolution plan providing equal employment opportunity to all persons or classes of persons regardless of their race, color, national origin, gender, religion, age, disability and/or sexual orientation¹.

Each appointing officer, supervisor and self-managing team will promote equal employment opportunity through a plan encompassing all facets of employment actions and conditions including recruitment, hiring, training, promotion, advancement, and supervision.

Each appointing officer, supervisor and self-managing team will promote a court or office environment free of discrimination and discriminatory harassment. Any instances of discriminatory harassment for which a person seeks relief or assistance should be immediately reported. All employing offices shall address promptly all claims alleging discrimination or discriminatory harassment and shall pursue resolution of each claim in accordance with the procedures described in Part B - Employment Dispute Resolution Plan.

Retaliation by an appointing officer, supervisor, self-managing team, or by any other employee against an employee for having filed a discrimination or discriminatory harassment claim, or against any persons involved in the processing of a claim such as employee representatives or witnesses, is prohibited and constitutes grounds for disciplinary action. The filing of frivolous or harassing claims, however, may also be grounds for disciplinary action.

This Plan, which will be periodically evaluated, is not intended to modify or reduce the qualification standards for employment in the federal courts as such standards have been approved by the Judicial Conference of the United States.

Neither this Plan, nor the Employment Dispute Resolution (“EDR”) procedures set forth in Part B, shall constitute a contract or create any legally enforceable obligation. No actions taken or documents created or processed pursuant to this Plan or the EDR procedures related thereto are discoverable in any court proceeding, except as to final decisions made available to the public pursuant to Chapter VIII, Section 11 of Part B.

B. Definitions.

1. **Age.** At least 40 years of age at the time of the alleged discrimination except for the age restrictions prescribed by 5 U.S.C. § 8335(b) and 8425(b) and described in the Judiciary Salary Plan and the Court Personnel System, applying to the appointment and retirement of federal probation and pretrial services officers.
2. **Disability.** Formerly referred to as “handicap.” Any physical or mental impairment which substantially limits one or more of a person’s major life activities where there is a record of such impairment and the person is regarded as having such impairment. A qualified disabled person is one who, with or without reasonable accommodation, can perform the essential functions of the position in question without endangering the health and safety of the individual or others and who meets the criteria for appointment².

Certain other conditions that are temporarily disabling such as pregnancy and childbirth are treated as disabilities for purposes of protections afforded under this Plan³.

3. **National origin.** National origin includes ethnicity. Employees of the United States courts must be citizens of the United States or citizens of countries with treaty relations with the United States, as defined by the United States Department of State, or persons subject to the Chinese Student Protection Act, 8 U.S.C. §1255.
4. **Gender.** Discrimination on the basis of marital status or parenthood is also categorized as gender discrimination.
5. **A discrimination claim** is any allegation that a person has been denied employment, promotion or advancement, or has been affected in any other aspect of employment, because of his or her race, color, national origin, gender, religion, age, disability and/or sexual orientation.

A discrimination claim also includes allegations of restraint, interference, coercion, discrimination, or reprisal because a person has raised an allegation of discrimination or has served as a representative, a witness, or an EDR Coordinator in connection with a claim. It does not include claims relating to other dissatisfactions with a person’s conditions of employment which are commonly known as grievances.

A discrimination claim may only be filed pursuant to the procedures set forth in Part B.

6. **Sexual harassment** is a form of gender discrimination. Sexual harassment is defined as unwelcome sexual advances, such as an overture, an offer, or requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:
 - a. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment;

- b. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
 - c. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment;⁴ and
 - d. Such conduct is engaged in either the workplace or outside the workplace, during working hours or after working hours, where there is a direct connection with workplace matters.
7. **Discriminatory Harassment.** Conduct, threats, insinuations, innuendo, or slurs, or other offensive statements or conduct based on race, color, national origin, gender, religion, age, disability and/or sexual orientation directed at an individual or a specific class or group is considered discrimination.
 8. **Employment Actions and Conditions.** Includes all employment and personnel decisions, actions, impacts, terms and conditions of a person's employment. Included are the following: recruitment, hiring, promotions, advancement, work assignments, compensation and benefits, training, education, disciplinary actions, terminations, and other such categories.

II. SCOPE OF COVERAGE

This Equal Employment Opportunity Plan applies to all court personnel, and applicants for positions, defined as follows:

1. All judges and their staffs;
2. District clerk of court and staff;
3. Chief probation and Chief pretrial services officers and staffs.

Article I and Article III judges may not file a claim pursuant to this Plan. Complaints against judges, as distinct from claims against employing offices pursuant to Part B in which a judge's conduct may form the factual basis of the claim, are filed pursuant to judicial misconduct procedures. 28 U.S.C. § 372(c). Complaints about the conduct of the bankruptcy judge merit selection process should be submitted to the chief judge of the court of appeals. Complaints about the conduct of the magistrate judge merit screening process should be submitted to the chief judge of the district.

For the purposes of this Plan, all chambers and offices will be described as "employing offices."

III. ORGANIZATION

A. Implementation

Each appointing officer shall implement this Plan.

B. Appointing Officers

All appointing officers, including the district court clerk, individual judges, and court unit heads must ensure that all vacancies, [with the exceptions of chambers law clerk vacancies and newly appointed judges' secretary vacancies], are publicly announced⁵ to attract candidates who represent the make-up of persons available in the qualified labor market and that all hiring decisions are based solely on job-related factors. They should make reasonable efforts to see that the skills, abilities, and potential of each employee are identified and developed, and that all employees are given equal opportunities for promotions and for other advantageous employment actions and conditions.

C. Appointing Officers, Supervisors and Self-Managing Teams

All appointing officers must apply equal employment opportunity practices and policies in their court units. This includes giving each employee a fair and equal opportunity to demonstrate his or her skills and, where those abilities exceed general performance standards, to be recommended for such personnel actions and awards recognizing such achievements as may be warranted and available.

D. Employment Dispute Resolution Coordinator

The chief district judge will designate one person or persons to be the Employment Dispute Resolution (EDR) Coordinator(s) for each district.

The EDR Coordinator should be a person committed to the goals of equal employment opportunity with the experience and training necessary to perform the investigative and record-keeping aspects of the position. An appointing officer should not be designated as the EDR Coordinator, except in very small courts where there is no one employed in the court unit except the appointing officer who is qualified to carry out the responsibilities of the EDR Coordinator⁶.

The EDR Coordinator will be responsible for preparing statements, collecting, analyzing, and consolidating statistical data, and submitting an annual EEO/EDR report as described in Sections VI, VII, and Section 14 of Chapter VIII of Part B of this Plan. The EDR Coordinator will provide EEO/EDR information to the public.

IV. OBJECTIVES

Each appointing officer will develop annual objectives which reflect those improvements needed in recruitment, hiring, promotions, and advancement, and will prepare a specific plan for the EDR Coordinator explaining how those objectives will be achieved.

V. PERSONNEL PRACTICES

A. Discrimination-Free Workplace

All appointing officers will provide a discrimination-free workplace for their employees and applicants. No employing office will tolerate discrimination or discriminatory harassment in hiring or in any employment actions or conditions, on the basis of race, color, national origin, gender, religion, age, disability and/or sexual orientation. Appointing officers should make available to court employees training and education with respect to equal employment opportunity, including, but not limited to, sexual harassment, subject to available funds for such training.

B. Recruitment

All appointing officers will seek qualified applicants who reflect the make-up of all such persons in the relevant labor market. All vacancies, [with the exceptions of chambers law clerk vacancies and newly appointed judges' secretary vacancies], will be publicly announced.

C. Hiring

All appointing officers will make their hiring decisions based upon an evaluation of a person's qualifications and ability to perform the duties of the position satisfactorily.

D. Promotion

All appointing officers will promote employees, if promotions are available, according to their experience, training, and demonstrated ability to perform duties of a higher level.

E. Advancement

All appointing officers, supervisors and self-managing teams will seek, insofar as appropriate and reasonably practical, to improve the skills and abilities of employees through cross-training, job restructuring, assignments, details, and outside training.

F. Employee Discrimination Claims

All appointing officers will adopt the procedures for resolving employment disputes set forth in Part B.

VI. EVALUATIONS

The EDR Coordinator will prepare a compiled annual report for each court unit, summarizing the appointing officers' efforts to provide equal employment opportunities in recruitment, hiring, promotions and advancement. The EDR Coordinator will collect this information through evaluations prepared by all appointing officers, addressing these areas

of concern:

A. Recruitment

The report will briefly describe efforts made to bring a fair cross-section of the pool available for the position into its applicant pool, including listing all employment sources used (state employment offices, schools, organizations, etc.). Each appointing officer will also explain the methods used to publicize vacancies.

B. Hiring

The report will identify where recruitment efforts resulted in the hiring of a cross-section of the pool available and will, if known, explain those instances where members of the cross-section did not accept employment with the office when it was offered.

C. Promotions

The report will briefly describe promotional opportunities which occurred and will provide an analysis of the distribution of promotions, including a description of those persons who were promoted to supervisory positions.

D. Advancement

The report will describe what efforts were made to improve the skills and abilities of employees through cross-training, job restructuring, assignments, details, and outside training.

In addition, this evaluation should include information on factors inhibiting achievement of EEO objectives, such as no vacancies or minimal numbers of qualified applicants in the relevant labor market, and on all persons in the court who have received relevant training. This report will also include a breakdown according to the race, gender, color, national origin, and disability of the personnel involved on forms to be provided by the Administrative Office of the United States Courts. The report will cover personnel actions occurring in the year ending September 30 and will be submitted to the Administrative Office by November 1 of each year.

VII. ANNUAL REPORT

The EDR Coordinator in each court will submit to the chief judge of the court for his or her approval the annual report for the year ending September 30. The report for the district will consist of the consolidated reports and data received from each reporting court unit.

The report will describe instances where significant achievements were made in providing equal employment opportunities, identify areas where improvements are needed, and explain factors inhibiting achievement of equal employment opportunity objectives. The report will be the same report as that submitted annually to the Administrative Office of the United States Courts.

The individual court unit reports will be submitted to the Judicial Council of the Ninth Circuit. The reports for the bankruptcy court and the probation and pretrial services offices of a district will be consolidated with the report for the district court and submitted to the Administrative Office of the United States Courts.

These consolidated reports will be submitted by the chief judge to the Administrative Office of the United States Courts by November 30 of each year. A copy of the consolidated reports will be submitted to the Judicial Council of the Ninth Circuit.

Copies of the annual EEO/EDR reports will be made available to the public upon request.

VIII. DISTRIBUTION AND PUBLIC NOTICE

Copies of this Plan and any subsequent modifications shall be given to each covered employee and, upon request, to applicants for positions of employment with the United States Courts.

Notes - EEO Plan Western District of Washington

1. The federal government, including the federal courts, is bound by 38 U.S.C. § 4301 pertaining to the employment of individuals with military reserve status. While the federal courts are not required to honor veterans' preference in employment decisions, the federal courts are prohibited from denying hiring, retention in employment, or any promotion or other incident or advantage of employment because of any obligation as a member of a Reserve component of the Armed Forces." 38 U.S.C. § 4301(b)(3). Federal court employees are also guaranteed re-employment rights if their employment is interrupted by active military duty in any branch of the armed forces, by reserve training activities, or by reporting for examinations to determine their fitness for military service.
2. Further clarification of this definition can be found in 29 CFR § 1614.203. That section provides that "major life activities" means functions such as caring for one's self, performing manual tasks, walking, seeing, breathing, learning and working. Under the standard of "Reasonable Accommodation" the court unit shall reasonably accommodate to the known physical or mental limitations of a qualified disabled applicant or employee unless the court can demonstrate that the accommodation would impose an undue hardship on the court's operations. Such accommodations may include, but shall not be limited to: (1) making facilities readily accessible to and usable by disabled persons, and (2) job restructuring, part-time or modified work schedules, acquisition or modification of equipment or devices, the provision of readers and interpreters and other similar actions.
3. HIV infection is considered to be a non-interfering disability absent medical and workplace documentation regarding the extent to which the infection may affect job performance, leave, or conduct.
4. Prohibited unwelcome conduct includes offensive sexual flirtations, suggestive comments, sexual innuendo, unwanted physical contact, impeding or blocking movement, repeated requests or pressure for dates, advances, propositions, insults or verbal abuses of a sexual nature, graphic verbal comments about an individual's body, sexually degrading words describing an individual, humor and jokes about sex or gender-specific traits, or the display of sexually suggestive objects or pictures. Prohibited discriminatory conduct also includes non-verbal, suggestive, or sexually insulting actions such as leering, whistling, suggestive sounds, and obscene gestures. Prohibited touching includes any unwelcome touching of a sexual nature, pinching, intentional brushing of the body, sexual assault, and coerced sexual acts.
5. A "public announcement" is a reasonable attempt to notify applicants and potential applicants about the existence of job vacancies. In some situations this will involve the placement of a job notice in a widely circulated publication, whereas in others it may simply involve the posting of a notice on bulletin boards in appropriate places. The purpose of a public announcement is to afford all possible applicants, including women and minorities, an opportunity to compete for the position(s) in question.
6. For purposes of processing discrimination claims in small courts, it would usually be necessary to obtain the services of an employee of another court unit to fulfill these functions to ensure objectivity and avoid any appearance of conflict of interests.

PART B

EMPLOYMENT DISPUTE RESOLUTION PLAN U.S. District Court for the Western District of Washington

CHAPTER I - GENERAL PROVISIONS

§ 1 Preamble

This Plan shall be known as the Employment Dispute Resolution Plan ("EDR Plan"). It was adopted by the U.S. District Court for the Western District of Washington in accordance with the Judiciary Model Plan adopted by the Judicial Conference of the United States in order to provide rights and protections to employees of the Office of the Clerk of Court, Probation and Pretrial Services within the Western District of Washington which are comparable to those provided to legislative branch employees under the Congressional Accountability Act of 1995.

The Plan supersedes Appendix A ("Employee Discrimination and Discriminatory Harassment Complaint Procedures") of the current Equal Employment Opportunity Plan and Complaint Procedures ("EEO Plan") applicable to this court unit. Claims arising under Chapters II through VII of this Plan, or under Sections I through V of the EEO Plan (Part A), shall be treated in accordance with the procedures set forth in Chapter VIII of this Plan. The duties of the court's EEO Coordinator will be assumed by the Employment Dispute Resolution Coordinator (established in Section 3 of Chapter VIII of this Plan), except that the dispute resolution duties assigned to the EEO Coordinator under the EEO Plan will be replaced by the dispute resolution procedures set forth in Chapter VIII of this Plan.

This Plan is to be implemented in the same manner as the EEO Plan. This court has adopted and implemented this plan based upon the Model Plan adopted by the United States Judicial Conference. All modifications from the Model EDR Plan have been approved by the Ninth Circuit Judicial Council. All future modifications to the EDR Plan must likewise be approved by the Ninth Circuit Judicial Council. A copy of this plan and any subsequent modifications shall be given to each covered employee and shall also be filed with the Administrative Office. This court shall annually submit a report on the implementation of the plan to the Administrative Office for inclusion in the Director's Annual Report to the Judicial Conference. A copy of this annual report shall also be provided to the Ninth Circuit Judicial Council.

Policies adopted by covered offices within this district pertaining to adverse action or general grievance proceedings that do not invoke the rights and protections afforded under this EDR Plan are not affected by the Plan. Further, other local policies relating to rights

enumerated under the Plan that are not inconsistent with the rights and procedures established herein will not be affected by the Plan.

This EDR Plan is not intended to duplicate the protections provided for the resolution of complaints of judicial officer misconduct or disability under 28 U.S.C. § 372(c). This EDR Plan is intended to be the exclusive remedy of the employee relating to rights enumerated under the Plan. The objectives of the Plan are to resolve disputes quickly, informally, and without imposing substantial costs on participants.

§ 2 Scope of coverage

This Plan applies to all Article III judges and other judicial officers of the U.S. District Court for the Western District of Washington, as well as to all employees of the U.S. District Court for the Western District of Washington, Probation, and Pretrial Services, including the office of the Clerk, chambers staffs, court unit heads and their staffs.

§ 3 Definitions

For purposes of this Plan--

- A.** The term "employee" includes all individuals listed in Section 2 of this Chapter, as well as applicants for employment and former employees, except as provided below. The term "employee" does not include externs, applicants for magistrate judge positions, private attorneys who apply to represent indigent defendants under the Criminal Justice Act, criminal defense investigators not employed by federal public defenders, volunteer counselors or mediators, or other individuals who are not employees of an "employing office" as that term is defined below.
- B.** The term "employing office" includes all offices of the District Court for the Western District of Washington, including the offices of district court executive, clerk of court, chief probation officer, chief pretrial services officer, and any such offices that might be created in the future. This court is the employing office of a judicial officer's chambers staff.
- C.** The term "judicial officer" means a judge appointed under Article III of the Constitution, a United States Magistrate Judge, or a judge of any court created by Act of Congress in a territory which is invested with any jurisdiction of a district court of the United States.
- D.** The term "court" refers to the district court in which is located the employing office which would be responsible for redressing, correcting or abating the violation alleged in the claim.
- E.** The term "claim" refers to any action an employee takes under this Plan - a request

for counseling, request for mediation, or the filing of a complaint.

CHAPTER II - EQUAL EMPLOYMENT OPPORTUNITY AND ANTI-DISCRIMINATION RIGHTS

- § 1 **General** - Discrimination against employees based on race, color, national origin, gender (including sexual harassment), religion, age (at least 40 years of age at the time of the alleged discrimination), disability and/or sexual orientation is prohibited. The rights and protections of Sections I through V of the Equal Employment Opportunity Plan (Part A) shall also apply to employees.
- § 2 **Definition** - The term "disability" is defined in Part A Section I.B.2 of the EEO Plan, and that definition is incorporated herein.
- § 3 **Special provision for probation and pretrial services officers** - The age discrimination provision of Section I of this Chapter shall not apply to the initial hiring of probation and pretrial services officers. See Report of the Proceedings of the Judicial Conference of the United States (March 1991), pp. 16-17.

CHAPTER III - FAMILY AND MEDICAL LEAVE RIGHTS

- § 1 **General** - Title II of the Family and Medical Leave Act of 1993, 29 U.S.C. § 2611, applies to court employees in the manner prescribed in Volume I-C, Chapter X, Subchapter 1630.1, Section R, of the Guide to Judiciary Policies and Procedures.

CHAPTER IV - WORKER ADJUSTMENT AND RETRAINING NOTIFICATION RIGHTS

- § 1 **General** - No "employing office closing" or "mass layoff" (as defined in Section 2 of this Chapter) may occur until the end of a 60-day period after the employing office serves written notice of such prospective closing or layoff to employees who will be affected. This provision shall not apply to an employing office closing or mass layoff that results from the absence of appropriated funds.
- § 2 **Definitions**
- A. The term "employing office closing" means the permanent or temporary shutdown of a single site of employment if the shutdown results in an employment loss at the single site of employment during any 30-day period for 50 or more employees excluding any part-time employees.

- B.** The term "mass layoff" means a reduction in force which–
- 1.** is not the result of an employing office closing; and
 - 2.** results in an employment loss at the single site of employment during any 30-day period for
 - a.** (1) at least 33 percent of the employees (excluding any part-time employees); and
 - (2) at least 50 employees (excluding any part-time employees); or
 - b.** at least 500 employees (excluding any part-time employees).

See 29 U.S.C. § 2101.

CHAPTER V - EMPLOYMENT AND REEMPLOYMENT RIGHTS OF MEMBERS OF THE UNIFORMED SERVICES

- § 1 General** - An employing office shall not discriminate against an eligible employee or deny an eligible employee reemployment rights or benefits under the Uniformed Services Employment and Reemployment Rights Act, 38 U.S.C. § 4301 et seq.

CHAPTER VI - OCCUPATIONAL SAFETY AND HEALTH PROTECTIONS

- § 1 General** - Each employing office shall provide to its employees a place of employment which is free from recognized hazards that cause or are likely to cause death or serious physical harm to employees. Complaints which seek a remedy that is exclusively within the jurisdiction of the General Services Administration ("GSA") or the United States Postal Service ("USPS") to provide are not cognizable under this Plan; such requests should be filed directly with GSA or the USPS as appropriate.
- § 2 Court program requirements** - The court shall implement a program to achieve the protections set forth in Section 1 of this Chapter.

CHAPTER VII - POLYGRAPH TESTS

- § 1 General** - No employee may be required to take a polygraph test.

CHAPTER VIII - DISPUTE RESOLUTION PROCEDURES

§ 1 General procedure for consideration of alleged violations - An employee who claims a denial of the rights granted under Chapters II through VII of this Plan, or who claims a violation of the prohibition against retaliation set forth in Section 2 of this Chapter, shall seek resolution of such claims through the procedures of this Chapter. Generally, the procedural process consists of--

- A. counseling and mediation;
- B. hearing before the chief judge of the court (or a designated judicial officer) in which the alleged violation arises; and
- C. review of the hearing decision under procedures established by the judicial council of the circuit.

§ 2 General provisions and protections

- A. **Prohibition against retaliation** - Claimants under this Plan have the right to be free from retaliation, coercion, or interference because of filing a claim pursuant to this Plan. Likewise, any person who participates in the filing or processing of a claim, such as an employment dispute resolution coordinator, mediator, witness, representative, or co-worker, is also entitled to freedom from retaliation.
- B. **Right to representation** - Every individual invoking the dispute resolution procedures of this Plan has the right to be represented by a person of his or her choice at his or her own expense if such person is available and consents to be a representative. A court employee may accept the responsibilities of representation if it will not interfere with his or her court duties or constitute a conflict of interest, as determined by the representative's appointing officer. The employing office shall also have the right to representation.
- C. **Case preparation** - To the extent feasible, every individual invoking the dispute resolution procedures of this Plan may use a reasonable amount of official time to prepare his or her case, so long as it does not interfere with the performance of his or her court duties.
- D. **Extensions of time** - The chief judge of the court, or other presiding judicial officer, may extend any of the deadlines set forth in this Chapter for good cause. The claimant and the Employment Dispute Resolution Coordinator ("EDR Coordinator") may agree to extend any of these deadlines set forth in this chapter with the approval of the chief judge.
- E. **Records** - At the conclusion of formal and informal proceedings under this Plan, all

papers, files, and reports will be filed with the court's EDR Coordinator. No papers, files, or reports relating to a dispute will be filed in any employee's personnel folder, except as necessary to implement an official personnel action.

§ 3 Designation and duties of employment dispute resolution coordinator - The court shall designate a person or persons to serve as the EDR Coordinator. The duties of such person or persons shall include the following:

- A. provide information to the court, the employing office and employees regarding the rights and protections afforded under this Plan;
- B. coordinate and organize the procedures and establish and maintain official files of the court pertaining to complaints and other matters initiated and processed under the court's employment dispute resolution plan;
- C. coordinate the procedures in the initial stages of the claim process, in accordance with Section 6 of this Chapter; and
- D. collect, analyze, and consolidate statistical data and other information pertaining to the court's employment dispute resolution process.

§ 4 Disqualification Provisions - Any party seeking disqualification or recusal of an EDR coordinator, mediator, or reviewing official shall promptly submit a written statement to the chief judge explaining the reasons for the requested disqualification or recusal. In determining whether disqualification or recusal is warranted, the chief judge shall consider the factors, circumstances and considerations set forth in 28 U.S.C. § 455. If disqualification or recusal is warranted, the chief judge shall designate another individual to act as the EDR coordinator, mediator, or reviewing official. Disqualification or recusal of the EDR coordinator, mediator or reviewing official of a court shall not be warranted merely because the court is named as a responding party.

§ 5 Request for Dismissal - The employing office may request dismissal of a claim at any stage of the process before it is resolved on the basis that it is frivolous, is outside of the scope of the Plan, is unduly repetitive of a previous EDR claim, is the same or substantially the same subject matter as an appeal of an administrative action or grievance, fails to state a claim upon which relief may be granted, raises allegations that were not advanced in earlier stages of the dispute resolution process, or is otherwise barred by the procedures of this Plan. Such a request will be presented to the chief judge or designated judicial officer. The chief judge or designated judicial officer will, after providing notice to the claimant and an opportunity to respond, grant or deny the request. This may include, in the judge's discretion, holding a hearing. The claim process will be stayed until the request is decided.

§ 6 Counseling

- A. **Initiating a proceeding; formal request for counseling** - An employee who believes that his or her rights under Chapters II through VII of this Plan have been

violated must first request counseling.

- B. Definition of counseling** - Under the EDR Plan, the term counseling shall mean discussing the employee's concerns; eliciting information regarding the matter which the employee believes constitutes a violation; advising the employee of his or her rights and responsibilities and the procedures of the court applicable to the employment dispute resolution process; advising the employing office of the employee's concerns regarding the matter which the employee believes constitutes a violation; and reducing to writing any settlement agreement achieved during this process.
- C. Form and manner of requests** - Requests for counseling:
1. are to be submitted to the court's EDR Coordinator(s);
 2. must be made in writing (copy of approved form is contained in Appendix 1); and
 3. must be made within 30 days of the alleged violation or within 30 days of the time the employee knew or should have known of the alleged violation.
- D. Procedures**
1. **Who may serve as counselor** - The counseling shall be conducted by the court's EDR Coordinator, unless the EDR Coordinator is disqualified from serving as counselor under Section 4 of this Chapter, or is otherwise unavailable. In such instances, the chief judge of the court shall designate another qualified individual to perform the counseling function. If the dispute involves an alleged violation of this Plan by a judicial officer, the person who conducts the counseling shall be a judicial officer designated by the chief judge.
 2. **Confidentiality** - Disclosure of information relating to counseling will be limited to that information needed to facilitate the counseling process and then on a need-to-know basis only.
- E. Duration of counseling period** - The period for counseling shall be 30 days (or a shorter period if counseling is concluded at an earlier date), beginning on the date that the request for counseling is received by the EDR Coordinator.
- F. Conclusion of the counseling period and notice** - The EDR Coordinator shall notify the employee in writing of the end of the counseling period. As part of the notice, the EDR Coordinator shall inform the employee of the right and obligation, should the employee choose to pursue his or her claim, to file with the EDR Coordinator a request for mediation in accordance with Section 7 of this Chapter.

§ 7 Mediation

- A. Initiation** - If the employee wishes to pursue his or her concerns after the conclusion of the counseling, the employee shall file a request for mediation with the EDR Coordinator within 15 days after receipt by the employee of the notice of the conclusion of the counseling period. The request must be made in writing and must state the claim(s) presented (copy of approved form is included as Appendix 2). Failure to pursue mediation shall preclude further processing of the employee's claim under any other provisions of this Chapter.
- B. Procedures** -
- 1. Designation of mediator** - As soon as possible after receiving the request for mediation, the chief judge shall designate a mediator and provide written notice of such designations.
 - 2. Who may serve as mediator** - Any person with the skills to assist in resolving disputes, except the court's EDR Coordinator, may serve as a mediator under this Plan. If the claim alleges that a judicial officer has violated the rights protected by this Plan, the mediator shall be a judicial officer designated by the chief judge.
 - 3. Purpose of mediation** - The mediator shall meet separately and/or jointly with the employee and his or her representative, if any, and the employing office and its representative. The purpose is to discuss alternatives for resolving a dispute, including any and all possibilities of reaching a voluntary, mutually satisfactory resolution, keeping in mind that the objectives of the Plan are to resolve disputes quickly, informally, and without imposing substantial costs on participants.
 - 4. Confidentiality** - Any person or party involved in the mediation process shall not disclose, in whole or in part, any information or records obtained through, or prepared specifically for, the mediation process, except as necessary to consult with the parties or their representatives.
 - 5. Form of settlement** - The mediator shall reduce to writing any settlement agreement achieved during the mediation process.
- C. Duration of mediation period** - The mediation period shall be 30 days (or a shorter period if mediation is concluded at an earlier date), beginning on the date the request for mediation is received. The employee and the employing office are required to attend at least one mediation session. If mediation is unsuccessful, the employee may thereafter proceed to file a complaint.
- D. Conclusion of mediation period and notice** - If, at the end of the mediation period, the parties have not resolved the matter that forms the basis of the request for mediation, the EDR Coordinator shall provide the employee, the employee's

representative, if any, and the employing office with written notice that the mediation period has concluded. The notice shall also inform the employee of his or her right to file a complaint under Section 8 of this Chapter.

§ 8 **Complaint, review and hearing**

- A. Complaint-** Not later than 15 days after receiving written notice of the end of the mediation period, the employee alleging a violation of the EDR Plan who participated in the mediation may file a complaint. The complaint must be in the written form approved by the court (see approved form in Appendix 3), and must be filed with the chief judge, with copies to the employing office and EDR Coordinator. The respondent in all complaints shall be the employing office which would be responsible for redressing, correcting or abating the violation(s) alleged in the complaint. No individual shall be named as a respondent in the complaint.
- B. Review of pleadings**
- 1. Reviewing official -** The complaint and any other documents shall be reviewed by the chief judge of the court, or by another judicial officer of the court designated by the chief judge. In the case of a complaint alleging that an Article III judge has violated rights protected by the Plan, that judge may elect to have a hearing conducted by a judge of another court, as designated by the judicial council of the circuit. Any designation of a judicial officer from another court to hear and decide the case shall be arranged by agreement of the chief judges of the affected courts. In the event, the chief judge is unavailable to serve under this subsection or has disqualified or recused himself or herself pursuant to Section 4 of this Chapter, the chief judge will designate another judicial officer to serve as the reviewing official.
 - 2. Review procedures -** After notice to the claimant and an opportunity to respond, for any of the reasons enumerated in Section 5 of this Chapter, the chief judge or designated judicial officer may, on his or her own initiative or upon the employing office's request filed under Section 5 of this Chapter, dismiss in writing any claim.
- C. Hearing procedures**
- 1. Hearing officer -** If the chief judge or designated judicial officer does not dismiss the complaint under the preceding subsection, the chief judge or designated judicial officer, acting as the hearing officer, shall hold a hearing on the merits of the complaint unless he or she determines that no material factual dispute exists.
 - 2. Specific provisions -** The presiding judicial officer may provide for such discovery and investigation - including the appointment of an independent investigator who shall issue a report of investigation - as is necessary. There

is no right to formal discovery in advance of the hearing unless permitted by the presiding judicial officer, although documents in the employee's personnel file shall be made available to the employee. In general, the presiding judicial officer shall determine the time, place, and manner of conducting the hearing, keeping in mind that the objectives of the Plan are to resolve disputes quickly, informally, and without imposing substantial costs on participants; extensive discovery and investigation are not required or expected. However, the following specific provisions shall apply to hearings conducted under this Section:

- a.** the hearing shall be commenced no later than 60 days after the filing of the complaint;
- b.** the claimant and the head of the office against which the complaint has been filed must receive written notice of the hearing; such notice shall also be provided to the individual alleged to have violated rights protected by this Plan whenever such individual is a judicial officer or when the presiding judicial officer otherwise determines such notice to be appropriate;
- c.** at the hearing, the claimant will have the rights to representation, to present evidence on his or her behalf, and to cross-examine adverse witnesses; the employing office will have the rights to representation, to present evidence on its behalf and to cross-examine adverse witnesses;
- d.** the Federal Rules of Evidence are not required to be followed by the chief judge or designated judicial officer, but may be used as a guide;
- e.** a verbatim record of the hearing (the chief or designated hearing officer will determine the manner in which the proceeding will be recorded) must be kept and shall be the sole official record of the proceeding;
- f.** in reaching his or her decision, the chief judge or designated judicial officer shall be guided by judicial decisions under the laws related to Chapters II through VII of this Plan and by decisions of the judicial council of the appropriate circuit under Section 9 of this Chapter;
- g.** remedies may be provided in accordance with Section 10 of this Chapter where the hearing officer finds that the claimant has established by a preponderance of the evidence that a substantive right protected by this Plan has been violated;
- h.** the final decision of the chief judge or designated judicial officer must be issued in writing not later than 30 days after the conclusion of the hearing; and
- i.** all parties, or any aggrieved individual, shall have the right to written notice of any action taken as a result of a hearing.

§ 9 Review of decision - A party or individual aggrieved by a final decision of the chief judge or designated judicial officer, or by a dismissal of the claim, may petition for review of that decision. Such review must be requested in writing to the Judicial Council of the Ninth Circuit no later than 30 days following the date of the final decision of the chief judge or the designated judicial officer or following the date of a dismissal of the claim. Any review will be conducted by the members of the Executive Committee of the Ninth Circuit Judicial Council or their designees. The decision of the Executive Committee shall be based on the record created by the hearing officer, and the decision of the chief judge or designated judicial officer or dismissal shall be affirmed if supported by substantial evidence.

See Appendix 4 for “Procedures for Review of EDR Hearing Officer Decision by the Executive Committee of the Judicial Council of the Ninth Circuit.”

§ 10 Remedies

- A.** Where judicial officers acting pursuant to Sections 8 or 9 of this Plan find that a substantive right protected by this Plan has been violated, they may order a necessary and appropriate remedy, subject to the limitations set forth in Section C below. A remedy may be directed at correcting a past violation, prospectively insuring compliance with the rights protected by this Plan, or both. A remedy shall be tailored as closely as possible to the specific violation involved.
- B.** Remedies which may be provided to successful claimants under this Plan include, but are not limited to:
1. placement of an employee in a position previously denied;
 2. placement in a comparable alternative position;
 3. reinstatement to a position from which previously removed;
 4. prospective promotion to a position;
 5. priority consideration for a future promotion or position;
 6. back pay and associated benefits, including attorney's fees, where the statutory criteria of the Back Pay Act, 5 U.S.C. § 5596, are satisfied;
 7. records modification and/or expungement;
 8. "equitable" relief, such as temporary stays of adverse actions;
 9. granting of family and medical leave; and
 10. accommodation of disabilities through the purchase of specialized equipment or the restructuring of duties and work hours.

- C. Remedies which are not legally available include:
1. payment of attorney's fees (except as authorized under the Back Pay Act);
 2. compensatory damages; and
 3. punitive damages.

§ 11 Record of final decisions - The conclusion of the reviewing panel in any final decisions reached in accordance with the provisions of Section 9 of this Chapter shall be made available to the public from the Office of the Circuit Executive upon written request. Only in the event the panel determines that all or portions of the entire decision should be made public shall additional portions of the decision be made available to the public. The reviewing panel, in the interests of justice and of fairness to the parties, may determine not to make available to the public the conclusion of any final decision if public disclosure would compromise the integrity or legitimate confidentiality of the parties or the court, or to protect a party or person from annoyance, embarrassment, oppression, undue burden or expense, or for any other reason that the administration of justice may require.

§ 12 Election of remedies- If an employee or an employee representative files an appeal of an adverse action or a grievance in addition to a claim under this Plan concerning the same or substantially the same subject matter, the employee must elect either (a) the EDR Plan or (b) the grievance/adverse action appeal procedures under which the claim is to be processed. An employee may not utilize both (a) and (b). Similarly, if a claim has already been processed under one of these procedures (i.e., the grievance/adverse action appeal procedure or the procedures in this Plan), it may not be the subject of a claim under the other.

§ 13 Determining Time Periods- The word "days" in all filing and other time periods specified in this plan shall mean calendar days, except that if the deadline date falls on a Saturday, Sunday or holiday, the deadline shall be extended to the following Monday or court business day respectively.

§ 14 Annual Report- The EDR Coordinator will prepare an annual report for the fiscal year, indicating:

1. The number and type of alleged violations for which counseling was conducted;
2. The number and type of alleged violations for which mediation was conducted;
3. The number and type of complaints filed;
4. The number and type of hearings conducted;
5. The number and type of final decisions rendered reflecting the number for which some relief was granted.
6. With respect to all the data supplied in items 1 through 5 above, the allegations or

complaints shall be reported according to the Chapter(s) of the EDR Plan involved and, with respect to allegations or complaints under Chapter II, according to the type(s) of discrimination alleged.

Appendix 1

REQUEST FOR COUNSELING UNDER EDR PLAN

Filed Under the Procedures of the Employment Dispute Resolution Plan for the
United States District Court for the Western District of Washington

Prior to completing this form, please refer to the Employment Dispute Resolution Plan for your court unit. Please complete this form legibly. Copies will be given to you and the employing office.

1. Full Name of Person Requesting Counseling _____

2. Mailing Address _____

3. Home Phone(____) _____ Work Phone(____) _____

4. If you are a court employee, state the following:

Court Unit in which employed _____

Job Title _____

5. Name and address of the office from which you seek resolution of your dispute.

6. Date(s) of alleged incident or decision giving rise to this dispute: _____

7. Please summarize the actions or occurrences giving rise to this dispute.

8. The EDR Coordinator will advise the employing office of your concerns regarding the matter which you believe constitutes a violation. Disclosure of information relating to counseling will be limited to that information needed to facilitate the counseling process and then on a need-to-know basis only.

9. What corrective action do you seek in this matter?

This request for counseling is submitted by:

Signature

Date

Name of Coordinator to whom submitted: _____

Coordinator's Signature _____

Date of Receipt: _____

Appendix 2

REQUEST FOR MEDIATION UNDER EDR PLAN

Filed Under the Procedures of the Employment Dispute Resolution Plan for the
United States District Court for the Western District of Washington

Prior to completing this form, please refer to the Employment Dispute Resolution Plan for your court unit. Please complete this form legibly. Copies will be given to you and the employing office.

Please attach a copy of the REQUEST FOR COUNSELING FORM filed in connection with this matter.

1. Full Name of Person Requesting Mediation _____

2. If any of the information supplied in the REQUEST FOR COUNSELING UNDER EDR PLAN filed in connection with this matter is no longer accurate, please note the number of the entry on the request for counseling form to be changed, and state the change(s) you wish to make:

3. Date counseling was initiated _____

4. Date of receipt of the notice of conclusion of counseling _____

5. Name of person who provided counseling _____

This request for mediation is submitted by:

Signature

Date

Name of Person to whom submitted: _____

Signature of recipient _____

Date of receipt: _____

Appendix 3

COMPLAINT UNDER EDR PLAN

Filed Under the Procedures of the Employment Dispute Resolution Plan for the
United States District Court for the Western District of Washington

Prior to completing this form and submitting it to the chief judge or designated judicial officer, please refer to the Employment Dispute Resolution Plan for your court unit. Please complete this form legibly. Copies will be given to you and the employing office.

1. Full Name of Person Filing Complaint _____

2. Mailing Address _____

3. Home Phone(____) _____ Work Phone(____) _____

4. If you are a court employee, state the following:

Court Unit in which employed _____

Job Title _____

5. Name and address of the Employing Office against whom this complaint is filed (under the terms of the EDR Plan, all complaints must be filed against an "Employing Office," not an individual): _____

6. Identify the Chapter(s) of the EDR Plan under which your complaint is being filed.

Chapter II- Equal Employment Opportunity &
Anti-Discrimination Rights

Race

Color

Religion

Gender/Sex (includes sexual harassment)

National Origin

Age

Disability

Sexual Orientation

Chapter III- Family and Medical Leave Rights

Chapter IV- Worker Adjustment and Retraining Notification Rights

Chapter V- Employment and Re-employment Rights of Members of
the Uniformed Services

12. What corrective action do you seek from your complaint?

13. Do you have an attorney or any other person who represents you in this matter?

Yes No

If yes, please provide the following information concerning that person:

Name _____

Address _____

Work Phone(_____) _____ Fax(_____) _____

I affirm that the information provided in this complaint is true and correct to the best of my knowledge.

Signature

Date

Appendix 4
Procedures for Review of EDR Hearing Officer Decision by the Executive Committee of the Judicial Council of the Ninth Circuit

I. Scope of the Rules

These rules govern procedures for petitioning for review of a decision, or summary dismissal, of an Employment Dispute Resolution (“EDR”) Plan complaint rendered by the chief judge or designated judicial officer of the court involved (“Hearing Officer”). Such review is conducted by the Executive Committee of the Judicial Council of the Ninth Circuit (“Executive Committee”).

II. Filing of Petition for Review

A. *Filing the Petition for Review* -- A party aggrieved by a final decision of the Hearing Officer or by summary dismissal of a complaint, may petition for review of that decision or summary dismissal by filing a petition for review to which is attached a copy of the decision of the Hearing Officer (or a copy of the summary dismissal).

B. *Form of Petition and Supporting Arguments*-- The petition shall be in accordance with Form 1 shown in Appendix A. Included in the petition or as an attachment to the petition shall be a statement, not to exceed 10 pages in length (8 ½ x 11 white paper, double-spaced, single-sided) setting forth the basis for the petition and all arguments and information supporting the petition. The petition must be filed with the Executive Committee in a timely manner as set forth in Section III below.

C. *Serving the Petition for Review*— The petitioning party must serve the petition on the Executive Committee by having it delivered to the Circuit Executive at the following address:

Office of the Circuit Executive
Assistant Circuit Executive- EDR Plan
P.O. Box 193939
San Francisco, CA 94119
Fax (415) 556-6179

Parcel Delivery:
95 Seventh Street
San Francisco, CA 94103

Simultaneously, a copy of the petition (and all attachments thereto) must be served on the opposing party, and proof of such service shall be included with the petition filed with the Executive Committee.

III. Filing Deadlines

A. *Time for Filing a Petition for Review*- A petition for review must be submitted to the Executive Committee no later than 30 days following the date of the final

decision of the Hearing Officer or following the date of a summary dismissal of the complaint.

- B. *Requests for Extension of Time-* The Executive Committee may extend the time to file a petition for review and for any other filing specified in these procedures, provided the request is received no later than the required filing date, and provided the petitioner shows good cause or excusable neglect.
- C. *Determining Time Periods-* The word “days” in all filing deadlines in these procedures shall mean calendar days, except that if the deadline date occurs on a Saturday, Sunday or holiday, the deadline shall be extended to the next following Monday or court business day respectively.

IV. Consideration by the Executive Committee

- A. *General-* All reviews will be conducted by the members of the Executive Committee, and shall be based on the decision of the Hearing Officer or the summary dismissal of a complaint and any documents submitted by the parties in response to the directive of the Executive Committee as outlined below.
- B. *Scope of Record and Documents to be Considered-* Within 20 days following receipt of the petition for review, the Executive Committee shall notify the parties concerning what, if any, additional information, i.e., record (e.g. hearing transcript), documents and/or briefs, may be submitted for its consideration. Unless notified by the Executive Committee of its request for additional information, neither party is to submit further information.
- C. *Oral Argument -* Oral argument will normally not be permitted, and only if specifically ordered but may be ordered by the Executive Committee. Either party may request such argument in writing filed within 7 days following filing of the petition as part of the petition (in the case of the party filing the petition) or (in the case of the Respondent) in a letter submitted no later than 7 days from receipt of the petition, setting forth the specific reasons why such argument is necessary, and why adequate argument cannot be made in written form. If granted, oral argument, may, at the sole discretion of the Executive Committee, be conducted via teleconference using video and/or audio technology.
- D. *Standard of Review-*The decision or summary dismissal of the Hearing Officer shall be affirmed if supported by substantial evidence.
- E. *Summary Disposition-* If at any time prior to the final submission of the case for review, the Executive Committee determines that the basis(es) of the request for review are so insubstantial as not to justify further proceedings, the court may issue an appropriate dispositive order.
- F. *Form of Final Review-* The Executive Committee shall issue its decision in writing.

APPENDIX OF FORMS

Form 1. **Petition for Review to the Executive Committee of the Judicial Council**

Name of Petitioning Party or Counsel
Address
Telephone #
Fax #

Name of Court in Which Hearing Officer's Decision Was Issued

A.B., Petitioner)
)
)
)
)
v.)
)
)
)
C.D., Respondent)

Petition for Review of Decision in
(or Summary Dismissal of) Employment
Dispute Resolution Plan Complaint

Notice is hereby given that (name the party petitioning for review),
(petitioners) in the above named case, hereby petition for review to the Executive
Committee of the Judicial Council for the Ninth Circuit from the decision (or summary
dismissal of the complaint) by Judge (name of Hearing Officer) entered in this
matter action on the _____ day of _____, (20__).


Attached to this petition is a copy of the Hearing Officer's Decision (or
summary dismissal of the complaint).

The basis(es) of this petition for review is (reason why review is requested --
this basis(es) may be included as an attachment).

Submitted this ___ day of _____, 20__

of the Ninth Circuit from a EDR Hearing Officer's Decision.

Memo

To: Chief Judge Lasnik
From: Bruce Rifkin 
Date: June 29, 2006
Subject: Employment Dispute Resolution (EDR) Coordinators for U.S. District Court

Our court's EDR Coordinators play an important frontline role with employees concerned about potential discrimination under our EEO and EDR Plans. I would like your approval to add Human Resources Specialist Janna Kropelnicki as an EDR Coordinator, updating our court's designated EDR Coordinators to the following:

EDR Coordinator: Tammie Day
Janna Kropelnicki
Melissa Muir
Jamie Ross

Alternate: Jim Fenner, Bankruptcy HR Manager

Approved:



Robert S. Lasnik