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I. General Provisions

1. Preamble

This is the Employee Dispute Resolution Plan for the Southern District of Ohio (EDR Plan). It is adopted by this Court in order to provide rights and protections to employees of this Court that are comparable to those provided to legislative branch employees under the Congressional Accountability Act of 1995. The Plan supersedes all previous versions of the Southern District of Ohio EDR Plan and Appendix I of the Court's Affirmative Action Plan (EEO Plan) adopted in March 1980 and revised in September 1986, April 1987, and May 2007, except for Section VI of the Appendix I (Annual Report) that imposes reporting requirements on the Court. Claims arising under Chapters II through IX of this Plan or under Chapters I through IV of the Court's EEO Plan shall be treated in accordance with the procedures set forth in Section XI of this Plan. The duties of the Court's EEO Coordinator under the EEO Plan will be replaced by the dispute resolution procedures set forth in Chapter XI of this Plan.

This Plan is to be implemented in the same manner as the EEO Plan. It will become effective upon approval of the Plan by the Sixth Circuit Judicial Council. The Plan is based upon the Model Dispute Resolution Plan heretofore adopted by the Judicial Conference of the United States. A copy of the Plan and any subsequent modifications shall be filed with the Administrative Office of the U.S. Courts and posted on the Court's internal and external web sites. The Court shall annually submit a report on the implementation of the Plan to the Administrative Office of the U.S. Courts for inclusion in the Director's Annual Report to the Judicial Conference.

Policies adopted by the Court pertaining to adverse action or general grievance proceedings that do not invoke the rights and protections provided under the EDR Plan are not affected by the Plan. Further, 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 Judge misconduct or disability under 28 U.S.C. § 351(a) and otherwise is intended to be exclusive remedy of the employee relating to rights enumerated under the Plan.

2. Scope

This Plan applies to all Judges of this Court as well as all employees of the Court including Judges' Chambers staffs, and Court Unit Executives and their staffs.

3. Definitions

For the purpose of this Plan:

- A. The term "claim" means the filing of a request for counseling as set forth in Chapter XI which may be further pursued by the filing of a request for mediation and a request for hearing.
- B. The term "employee" includes all individuals listed in of this Section 2 of this Chapter as well as applicants for employment and former employees, except as provided below. The term "employee" does not include interns or externs providing gratuitous service, 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.
- C. The term "employing office" includes all offices of the United States District Court, the Clerk of Court, the Chief Probation Officer, the Chief Pretrial Services Officer, and any such offices that might be created in the future. The Court is the employing office of a Judge's chambers staff.
- D. The term "Judge" means a judge appointed under Article III of the Constitution or a United States Magistrate Judge.
- E. The term "court" refers to the U. S. District Court for the Southern District of Ohio in which is located the employing office that will be held responsible for



redressing, correcting, or abating the violation alleged in the complaint. In the case of disputes involving federal public defenders, the term “court” refers to the U.S. Court of Appeals for the Sixth Circuit.

II. Equal Employment Opportunity and Anti-Discrimination Rights

1. General

Discrimination against employees based on race, color, religion, sex (including pregnancy and sexual harassment), national origin, age (at least 40 years of age at the time of the alleged discrimination), and disability is prohibited. Harassment against an employee based upon any of these protected categories or retaliation for engaging in any protected activity is prohibited. All of the above constitute “wrongful conduct.” The rights and protections of Sections I through IX of this Court’s EDR Plan shall apply to employees.

2. Definitions - The term “disability” means:

- A. Physical or mental impairment that substantially limits one or more of the major life activities of an employee;
- B. A record of such an impairment; or
- C. Being regarded as having such an impairment.

See 42 U.S.C. § 12102(2).

3. Special Provisions for Probation and Pretrial Services Officers

The age discrimination provision of Section 1 of this Chapter shall not apply to the initial hiring or mandatory separation of Probation and Pretrial Services Officers and Assistants. See Report of the Proceedings of the Judicial Conference of the United States (March 1991), pp. 16-17. Additionally, Probation and Pretrial Services Officers must meet all fitness-for-duty standards, and insistence on compliance with such standards does not, in and of itself, constitute discrimination on the basis of disability.

III. Family and Medical Leave Rights

1. General



Title II of the Family and Medical Leave Act of 1993, 5 U.S.C. §§ 6381, et seq., applies to the Court employees in the manner prescribed in Volume 12, Chapter 9, Section 920.20.35 of the Guide to Judiciary Policy.

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 provides 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 result 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 that:
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 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.



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

1. General

An employing office of this Court shall not discriminate against an eligible employee or deny an eligible employee re-employment rights or benefits under the Uniformed Services Employment and Re-employment Rights Act, 38 U.S.C. §§ 4301, et seq.

VI. Occupational Safety and Health Protections

1. General

Each employing office in this Court shall provide its employees a place of employment that is free from recognized hazards that cause or are likely to cause death or serious physical harm to employees. Claims that 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 under Section 1 of this Chapter.

VII. Sexual Harassment

Although Title VII of the Civil Rights Act of 1964 does not apply to the federal courts, the forms of employment discrimination prohibited by the this Employment Dispute Resolution Plan parallel the substantive forms of discrimination covered by this federal statute.

In July 1986, in a landmark case, a unanimous Supreme Court held that Title VII accords employees the right to work in an environment free from discriminatory intimidation, ridicule and insult. This Employment Dispute Resolution Plan (EDR) includes sexual harassment as a type of sex discrimination occurring when the



verbal and physical conduct described above is sexual in nature or is gender-based, that is, directed at a person because of their gender. Sexual harassment exists in the workplace when: (1) submission to the conduct is either explicitly or implicitly a term or condition of employment; (2) submission to or rejection of the conduct is used as a basis for an employment decision affecting such individual; or (3) the conduct unreasonably interferes with the individual's job performance or creates a work environment that is intimidating, hostile or offensive.

Sexual harassment includes: unwelcome verbal behavior such as comment, suggestions, jokes or derogatory remarks based on sex; physical behavior such as unwelcome contact or impeding or blocking normal work or movement; visual harassment such as posting of suggestive or derogatory pictures, cartoons or drawings, even at one's work station; unwanted sexual advances, pressure for sexual favors and/or basing employment decisions (such as employee's performance evaluations, work assignments, or advancement) upon the employee's acquiescence to sexually harassing behavior in the workplace.

If you feel you or other employees have been subjected to harassment of any kind, you are encouraged to immediately identify the offensive behavior to the harasser and request that it stop. If you are uncomfortable in addressing the matter directly with the harasser, or if you do so and the behavior does not stop, then discuss the matter immediately with your supervisor and/or your EDR Coordinator.

No employee will suffer retaliation in any form for reporting instances of sexual harassment. Instances of retaliation should be promptly reported to your EDR Coordinator.

VIII. Polygraph Tests

1. General

Unless required for security access to classified information or otherwise required by law, no employee may be required to take a polygraph test.



IX. Whistleblower Protection

1. General

Any employee who has authority to take, direct others to take, recommend, or approve any personnel action shall not, with respect to authority, take or threaten to take adverse employment action with respect to any such employee (excluding applicants for employment) because of any disclosure of information to –

- a. the appropriate federal law enforcement authority,
- b. a supervisor or managerial official of the Southern District of Ohio, a judicial officer of the Court, or
- c. the Administrative Office of the United States Courts

by the latter employee, which that employee reasonably and in good faith believes evidences a violation of any law, rule or regulation, or other conduct that constitutes gross mismanagement, a gross waste of funds, or substantial and specific danger to public health or safety, provided that such disclosure of information –

- a. is not specifically prohibited by law,
- b. does not reveal case-sensitive information, sealed material, or the deliberative processes of the federal judiciary (as outlined in the *Guide to Judiciary Policy*, Vol. 20, Ch. 8), and
- c. does not reveal information that would endanger the security of any federal judge.

2. Definition

For purposes of this Chapter, an “adverse employment action” means a termination, demotion, transfer, or reassignment; loss of pay, benefits, or awards; or any employment action that is materially adverse to the employee’s job status, compensation, terms, or responsibilities, or to the employee’s working conditions.



X. Reports of Wrongful Conduct

Reporting wrongful conduct is not the same as initiating or filing a claim under this Plan; thus, employees who wish to file an EDR claim relating to any alleged wrongful conduct as defined in Chapter II must follow the procedures set forth in Chapter XI of this Plan.

Judges and employees are encouraged to report wrongful conduct to their supervisor, the Court's EDR Coordinator, Court Unit Executive, or the Chief Judge as soon as possible, before it becomes severe or pervasive. Retaliation against any employee making a report of wrongful conduct is prohibited. The person receiving such a report of wrongful conduct or retaliation has the responsibility to notify the EDR Coordinator as soon as possible.

The EDR Coordinator shall promptly inform the Chief Judge and Court Unit Executive of any report of wrongful conduct. The Chief Judge and/or Unit Executive shall ensure that the allegations in the report are appropriately investigated.

All individuals involved in the investigations shall protect the confidentiality of the allegations of wrongful conduct to the extent possible. Information and records about the allegations shall be shared on a need-to-know basis.

Employees found by the Chief Judge and/or Court Unit Executive to have engaged in wrongful conduct, as defined in this Plan, may be subject to disciplinary action.

XI. 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 IX of this Plan shall seek resolution of such claims through the procedures of this Chapter.

Generally the process consists of:

- A. Counseling and mediation;
- B. Hearing before the Chief Judge or a designated judicial officer; and/or
- C. Review of the hearing decision under procedures established by the Judicial Council of the Sixth Circuit.



2. Alleged Violation by Employee

Before invoking a request for counseling, an employee (to the extent feasible) is encouraged to bring his or her concerns to his or her supervisor or Court Unit Executive, unless the supervisor or unit executive is the alleged violator. In such a situation, the Court or employing office should specify alternative neutral points of contact for the initial inquiry. An employee alleging that any of the rights granted under the Court's EEO Plan or this Plan have been violated, and who seeks relief under this Plan, must file a request for counseling with their Court's EDR Coordinator in accordance with Section 8 of this Chapter.

3. Alleged Violation by Judge

Any employee alleging that a judge violated any rights granted under the Court's EEO Plan or this Plan may file an EDR claim in accordance with this Plan. In such an instance, however, all the claims procedures of this Chapter shall be performed by the circuit judicial council, either by members of the council directly or by persons designated to act on its behalf which may include the Chief Judge of the circuit. If the judge becomes the subject of both an EDR claim and a judicial misconduct complaint under the Judicial Conduct and Disability Act, 28 U.S.C. §§ 351-364, the circuit judicial council or its designee who may include the Chief Judge of the circuit, will craft a procedure for determining any common issues of fact and processing both complaints, subject to all requirements of the Act, the Rules for Judicial Conduct and Judicial Disability Proceedings, and, as practicable, this Plan. In so doing, the council or its designee, who may include the Chief Judge of the circuit, may determine that all or part of the EDR claim must be abated until action is taken on the judicial misconduct complaint.

4. Confidentiality

The Court or employing office shall protect the confidentiality of allegations filed under this Plan to the extent possible. However, information about allegations filed under this Plan shall be shared on a need-to-know basis. Records relating to violations under this Plan shall be kept confidential on the same basis.



5. General Provisions and Protections

- A. Prohibition against retaliation. Claimants under this Plan have the right to be free from retaliation 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, counselor, 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 if such person is available and consents to be a representative. An employee may accept the responsibilities of representation if it will not unduly interfere with his or her court duties or constitute a conflict of interest, as determined by the representative's appointing officer.
- 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 duly interfere with the performance of his or her court duties.
- D. Extensions of time. The Chief Judge of this Court or other presiding judicial officer may extend any of the deadlines set forth in this Chapter for good cause.
- E. Dismissal of Claim. On his or her own initiative or at the request of any party, the Chief Judge or presiding judicial officer may, at any time in the proceedings, dismiss a claim on the grounds that it does not invoke violations of the rights or protections granted under the Court's EEO Plan or this Plan; is untimely; is unduly repetitive of a previous claim, adverse action, or grievance; is frivolous; or fails to state a claim upon which relief may be granted.



F. Records. At the conclusion of formal and informal proceedings under this Plan, all papers, files, and reports will be filed with the District 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.

G. Election of Remedies. An employee may not file a grievance under the applicable Court Grievance Procedure and a claim under this Plan concerning the same or substantially the same subject matter. The employee must elect to proceed under either this EDR Plan, or the applicable grievance procedure under which the claim is to be processed. Similarly, if a claim has already been completed under either procedure (i.e., this EDR Plan or the applicable grievance procedure), it may not be the subject of a claim under the other.

6. Designation and Duties of Employment Dispute Resolution Coordinator

The Clerk of this Court shall serve as the EDR Coordinator and the Human Resources Manager shall serve as the alternate EDR Coordinator. In the event of the disqualification of the EDR Coordinator and/or the alternate EDR Coordinator, the Chief Judge may designate an additional alternate EDR Coordinator. The duties of the EDR Coordinator shall include the following:

- A. To provide information to the Court and employees regarding the rights and protections afforded under this Plan;
- B. To coordinate and organize the procedures and establish and maintain official files of the Court pertaining to claims and or other matters initiated and processed under this Plan;
- C. To coordinate the counseling of individuals in the initial stages of the claim process, in accordance with Section 8 of this Chapter; and
- D. To collect, analyze, and consolidate statistical data and other information pertaining to the Court's employment dispute resolution process.

7. General Disqualification Provision



- A. A party may seek disqualification of a Judge, employee, or other person involved in a dispute by written request to the Chief Judge. Such request (Request for Disqualification) shall merely state that the named person or persons are involved in the dispute and ask the Chief Judge to name another EDR coordinator or judicial officer. No facts or allegations regarding the dispute should be contained in the employee's disqualification request. If the Chief Judge is named as being involved in the dispute, the employee may make the written request directly with the EDR Coordinator who will submit it to the next most senior active Judge of the Court who is not unavailable or disqualified to serve.
8. Counseling
- A. Initiating a proceeding by submitting a formal request for counseling. An employee who believes that his or her rights under Chapters II through VIII of this Plan have been violated must first request counseling in writing addressed to the EDR Coordinator.
- B. Form and manner of requests. Requests for counseling:
1. Are to be submitted to the Court's EDR Coordinator;
 2. Must be made in writing utilizing the Request for Counseling Under EDR Plan Form contained in this Plan; must contain all the violations asserted by the claimant; and
 3. Must be made within 30 days of the time the employee becomes aware of the alleged violation.
- C. Procedures
1. Who may serve as EDR Counselor. The counseling shall be conducted by the Court's EDR Counselor. An EDR Counselor is an individual previously identified, trained, and approved to serve in such capacity by order of this Court. If the entire listing of EDR counselors is disqualified from serving as counselor under Section 7 of this chapter or is otherwise unavailable, the Chief Judge of this Court shall designate another qualified individual to perform this counseling function. The



EDR counselor shall promptly provide a copy of the request for counseling to the Court Unit Executive, the Chief Judge of the Court, and the EDR Coordinator.

2. Purposes of counseling. The purposes of the counseling are to discuss the employee's concerns and elicit information regarding the matter that the employee believes constitutes a violation; to advise the employee of his or her rights and responsibilities and the procedures of the Court applicable to the employment dispute resolution process; to evaluate the matter; and to assist the employee in achieving an early resolution of the matter, if possible.
 3. Confidentiality. Unless confidentiality is waived by the employee, the Court or employing office shall protect the confidentiality of allegations filed under this Plan to the extent possible. However, information about allegations filed under this Plan shall be shared on a need-to-know basis. Records relating to violations under this Plan shall be kept confidential on the same basis.
 4. Form of settlement. The counselor shall reduce to writing any settlement achieved during the counseling process and secure the signatures of the employee, his or her representative, if any, and the member of the employing office who is authorized to enter into settlement on the employing office's behalf.
- D. 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.
- E. 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 by filing with the EDR Coordinator a request for mediation in accordance with Chapter XI of this Plan.



9. Mediation

- A. Initiation. Within 15 days after receipt by the employee of the notice of the conclusion of the counseling period, the employee may file with the EDR Coordinator a request for mediation. The request must be made in writing utilizing the Request for Mediation Under EDR Plan Form contained in this Plan and must state the claim(s) presented. The EDR Coordinator shall promptly provide a copy of the request for mediation to the Court Unit Executive and the Chief Judge of the Court. Failure to pursue mediation will preclude further processing of the employee's claim under any other provisions of the Chapter.
- B. Procedures
1. Designation of mediator. As soon as possible after receiving the request for mediation, the Chief Judge or EDR Coordinator shall designate a mediator and provide written notice of such designation.
 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. The Chief Judge shall appoint the mediator and notify the parties.
 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 to discuss alternatives for resolving a dispute, including any and all possibilities of reaching a voluntary, mutually satisfactory resolution.
 4. Confidentiality. No person or party involved in the mediation process shall 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, and only with notice to all parties.
 5. Form of settlement. The mediator shall reduce to writing any settlement achieved during the mediation process and secure the signature of the employee, his or her representative, if any, and the member of the



employing office who is authorized to enter into settlement on the employing office's behalf.

- B. Duration of mediation period. The mediation period shall be for 30 days (or a shorter period of mediation is concluded at an earlier date), beginning on the date the request for mediation is received. The employee is required to attend at least one mediation session. Thereafter, he or she may proceed to file a request for a hearing.
- C. 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 mediator 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 10 of this Chapter.
10. Complaint and Hearing
- A. Complaint. Not later than 15 days after receiving notice of the end of the mediation period, an employee may file a complaint with the EDR Coordinator. The complaint shall be in writing utilizing the Written Complaint under EDR Plan form contained in this Plan, shall identify the complainant and all involved parties and individuals, and shall set forth a short and plain statement of the complainant's claim and the relief or remedy being sought. Claims that were not presented in Section 9 of this Chapter may not be pursued. The respondent shall be the employing office that 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. Hearing Procedures
1. Presiding Judicial Officer. If the Chief Judge or presiding judicial officer does not dismiss the complaint, the Chief Judge or presiding 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 as necessary. In general, the presiding judicial officer shall determine the time, place, and manner of conducting the hearing. However, the following specific provisions shall also 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 presiding judicial officer shall be given written notice of the hearing to the complainant, the respondent, and the individual alleged to have violated rights protected by this Plan;
 - c. At the hearing, the complainant will have the right to representation, to present evidence on his or her behalf, and to cross-examine adverse witnesses; the employing office shall have the same rights as the complainant;
 - d. A verbatim record of the hearing must be kept and shall be the sole official record of the proceeding;
 - e. In reaching his or her decision, the Chief Judge or presiding judicial officer shall be guided by judicial and administrative decisions under the laws related to Chapters II through IX of this Plan and by decisions of the Judicial Council of the Sixth Circuit Court of Appeals;



- f. Remedies may be provided in accordance with Section 12 of this Chapter where the hearing officer finds that the complainant has established, by a preponderance of the evidence, that a substantive right protected by this Plan has been violated;
- g. The final decision of the Chief Judge or presiding judicial officer must be issued in writing not later than 30 days after the conclusion of the hearing; and
- h. All parties, or any aggrieved individual, shall have the right to written notice of any action taken as a result of the hearing.

11. Review of Decision

A party or individual aggrieved by a final decision of the Chief Judge or presiding judicial officer, or by a summary dismissal of the complaint, may petition for review of that decision under procedures established by the judicial council of the circuit. Any review will be conducted by a judicial officer(s), based on the record created by the hearing officer, and shall be affirmed if supported by substantial evidence.

12. Remedies

- A. Where judicial officers acting pursuant to Section 10 or 11 of this Chapter find that a substantive right protected by this Plan has been violated, they may order a necessary and appropriate remedy. A remedy may be directed at correcting a past violation and/or prospectively ensuring compliance with the rights protected by this Plan. A remedy shall be tailored as closely as possible to the specific violation involved.
- B. Remedies that may be provided to successful complainants 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, 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 restricting of duties and work hours.

C. Remedies that 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.

13. Record of Final Decisions

Final decisions under this Plan shall be made available to the public in accordance with procedures established by the Sixth Circuit Judicial Council.

14. Effective Date of Plan

This Plan became effective when approved by the Sixth Circuit Judicial Council on ___ July 21, 2015. _____.



U.S. District Court - Southern District of Ohio
REQUEST FOR COUNSELING UNDER EDR PLAN

(Please submit this form and attachment(s) to your EDR Coordinator)

1. Date Submitted: _____
2. Full Name of the Person Requesting Counseling: _____
3. Job Title: _____
4. Court Unit: _____
5. Date of Alleged Incident or Decision Giving Rise to the Dispute: _____
6. Please identify the summary of actions or reasons that form the basis of your request for counseling (if additional space is needed, please continue on separate sheet and attach it to this form and attach copies of relevant documents):

7. Corrective Action Sought in this Matter (if additional space is needed, please continue on separate sheet and attach it to this form):

8. Employee Signature: _____
9. Name of EDR Coordinator to whom submitted: _____
10. Signature of EDR Coordinator acknowledging receipt: _____
11. Date of Receipt: _____



U.S. District Court - Southern District of Ohio

REQUEST FOR MEDIATION UNDER EDR PLAN

(Please submit this form and attachment(s) to your EDR Coordinator)

1. Date Submitted: _____
2. Full Name of the Person Requesting Mediation: _____
3. Job Title: _____
4. Court Unit: _____
5. Date of Alleged Incident or Decision Giving Rise to the Dispute: _____
6. Please identify the summary of actions or reasons that form the basis of your request for mediation (if additional space is needed, please continue on separate sheet and attach it to this form and attach copies of relevant documents):

7. Corrective Action Sought in this Matter (if additional space is needed, please continue on separate sheet and attach it to this form):

8. Employee Signature: _____
9. Name of EDR Coordinator to whom submitted: _____
10. Signature of EDR Coordinator acknowledging receipt: _____
11. Date of Receipt: _____



U.S. District Court - Southern District of Ohio
WRITTEN COMPLAINT UNDER EDR PLAN

(Please submit this form and attachment(s) to your EDR Coordinator)

1. Date Submitted: _____
2. Full Name of the Person Submitting Complaint: _____
3. Job Title: _____
4. Court Unit: _____
5. Date of Alleged Incident or Decision Giving Rise to the Complaint: _____
6. Please include an explanation of how you believe your rights were violated; the Chapter of the EDR Plan that applies to your complaint; and the person(s) to whom this matter pertains or who can provide relevant information regarding your complaint. (If additional space is needed, please continue on separate sheet and attach it to this form and attach copies of relevant documents.):

7. Corrective Action Sought in this Matter (if additional space is needed, please continue on separate sheet and attach it to this form):

8. Do You Have an Attorney or Other Person Representing You in This Matter? Yes No
If Yes, Please Provide the Name/Address/Contact Information Concerning That Person:

9. Employee Signature: _____
10. Name of EDR Coordinator to whom submitted: _____
10. Signature of EDR Coordinator acknowledging receipt: _____
11. Date of Receipt: _____