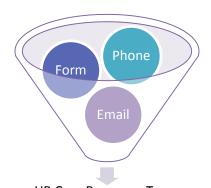
Cura Request for Assistance



HR Cura Response Team (responds within 2 business days)

Self Mediation

- HR provides coaching, feedback and resources to employee
- Employee is comfortable addressing concern without additional assistance
- Employee may remain anonymous to HR
- Request documented in request for assistance log
- Cura request closed

Supervisor Mediation

- HR provides coaching, feedback and resources to employee on mediation and how to approach supervisor for assistance
- Employee seeks assistance from supervisor or manager to help mediate and resolve issue
- HR may reach out to supervisor to facilitate assistance if given permission by employee
- Confidential process
- Request documented in request for assistance log
- Cura request closed

HR Mediation

- HR and employee agree that it is necessary to include additional parties for resolution
- HR to identify parties involved in next steps
- Confidential process
- Request documented in request for assistance log and on Cura investigation file
- Cura request becomes Cura Investigation see below

Cura Investigation Process

Staff/Staff HR investigates

Staff/Faculty HR notifies Dean and/or Academic Affairs and/or Faculty Senate Professional Relations Committee

Faculty/Faculty HR notifies Dean and/or Academic

HR notifies Dean and/or Academic Affairs and/or Faculty Senate Professional Relations Committee Investigation may include interviews and gathering documentation from all witnesses and parties involved Resolution is
determined by findings
— may include
mediation session,
departmental changes,
education and
corrective action
including and up to
termination

Summary memo sent to individuals identifying recommended actions, if any, in accordance with University policies, resolution and the closing of the Cura request for assistance.