



March 27, 2014, 5:00 p.m. to 7 p.m. - The Commission on Human Rights will host an informational session at **Waterbury City Hall, 235 Grand Street, 2nd Floor, Aldermanic Chambers Waterbury, CT 06702**

AGENDA

- 5:00 Registration & Light Refreshments
- 5:10 Welcome and Introduction
- 5:15 Discrimination defined
- 5:20 Protected classes
- 5:30 Intake—the Process
 - a. Assistance provided by a CHRO Intake investigator
 - b. Mail in complaints

- 5:35 Proper drafting of a CHRO complaint
 - a. The parties
 - b. Identifying the correct Respondent or multiple Respondents
 - c. Background information
 - d. Concisely stating the allegations of discrimination
 - e. Untimely allegations
 - f. Continuing violations

- 5:45 Investigation
 - a. The process
 - b. Identifying witnesses
 - c. Providing documents
 - d. Duty to cooperate with the investigation
 - e. The role of the investigator
 - f. The findings of fact and conclusions made by the investigator
 - g. Surviving the process of investigation/Appeal

- 6:05 Alternatives to Full Investigation
 - a. Early legal intervention
 - 1. Directed Investigation
 - 2. Public Hearing
 - 3. Release of Jurisdiction (involuntary)

- 6:15 The Public Hearing Process
 - a. Hearing Conference
 - b. Settlement Conference
 - c. Production
 - d. Objections
 - e. Witness and Exhibit Lists
 - f. Pre-Hearing Conference
 - g. Hearing
 - h. Final Decision (Full Hearing or Hearing in Damages)

- 6:30 Questions and Answers