

THE RESOLUTIONS CONFERENCE



The Resolutions Conference is an opportunity for the parties to use mediation to resolve their discrimination complaint or wage claim that has been filed with our Division.

This is an informal process and your participation is completely voluntary. An experienced **Mediator** will create opportunities where dialogue and mutual respect may lead to a resolution of the dispute, before the Division proceeds with its investigation or other options available to the Claimant. The Resolutions Conference is NOT a hearing and the mediator will not make a decision about your complaint or claim.

- The Mediator's role is to work with both parties in the dispute by encouraging and directing conversation aimed at resolution.
- Mediators do not act as advocates for either party, nor do they render a decision about the merits of the dispute.
- The Mediators do not keep any record of the proceedings and if the case moves into investigation they do not take any part in subsequent division proceedings.

Benefits of the Resolutions Conference

1. Early resolution.
2. Parties control the outcome.
3. Reduces expenses of both parties.
4. Aids in discovering strengths and weaknesses of both sides.
5. Allows for flexibility and creativity in finding a mutually agreeable resolution.

Outcomes of the Resolutions Conference:

1. If the parties are able to reach a settlement, the Division will prepare a Negotiated Settlement Agreement and the case will be closed upon fulfillment of the terms agreed by both parties.
2. Two key elements of the agreement are:
 - a. An early resolution is not an admission by the Respondent of any violation of the law; and
 - b. The Charging Party/Complainant agrees not to pursue the case any further.
3. If the parties fail to reach a resolution the case will be scheduled for further Division proceedings.

Preparing for a successful Resolutions Conference

- Be prepared to explain your position regarding the dispute.
- You may bring documentation to support your position; however, it is not necessary for you to do so.
- Be prepared and willing to discuss a resolution of the dispute.
- **Respondent:** It is imperative that you have a representative present who has been given full authority to discuss and approve settlement.
- Please note that both parties may have up to a maximum of three individuals in the Resolution Conference.

If you succeed in reaching an agreement before the Conference or otherwise resolve the dispute, please notify us immediately. We will assist you in formally closing the complaint with our Division, as well as any other applicable federal agencies such as the Equal Employment Opportunity Commission (employment discrimination) or the U.S. Department of Housing and Urban Development (housing discrimination).

Please note that if you are unable to communicate in English, you must bring your own interpreter.