



US ARMY GARRISON

Fort Lee, Virginia

EQUAL EMPLOYMENT OPPORTUNITY (EEO) OFFICE
NEWS BULLETIN



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BEFORE YOU TELL IT TO EEO: Attempt to resolve wrongs, violations of law, regulations, or policies at lowest level before you contact the EEO Office.

Mediation

Mediation is a form of Alternative Dispute Resolution (ADR) that is offered as an alternative to the traditional investigative or litigation process. Mediation is an informal process in which a neutral third party assists the opposing parties to reach a voluntary, negotiated resolution of a charge of discrimination. Mediation gives the parties the opportunity to discuss the issues raised in the charge, clear up misunderstandings, determine the underlying interests or concerns, find areas of agreement and, ultimately, to incorporate those areas of agreements into solutions. A mediator does not impose a decision on the parties. The mediator helps the parties to agree on a mutually acceptable resolution.

How Mediation Works

An EEO careerist will contact the employee and manager(s) concerning their participation in the program. If both parties agree, a mediation session conducted by a trained and experienced mediator will be scheduled. While it is not necessary to have an attorney or other representation in order to participate in Mediation, either party may choose to do so. It is important that persons attending the mediation session have the authority to resolve the dispute. If mediation is unsuccessful, the employee is given a Notice of Right to File a Formal Complaint. If mediation is successful, a negotiated settlement agreement will be signed by the parties.



FUNCTIONS OF EEO: Compliance & Program Evaluation, Advisory Services, Complaint Processing, Training & Education, Affirmative Employment Program, and Special Employment Programs

Advantages of Mediation

FREE

- Mediation is available at no cost to the parties.

FAIR AND NEUTRAL

- Parties have an equal say in the process and decide settlement terms, not the mediator. There is no determination of guilt or innocence in the process.

SAVES TIME AND MONEY

- Mediation usually occurs early in the charge process, and many mediations are completed in one meeting. Legal or other representation is optional but not required.

CONFIDENTIAL

- All parties sign an agreement of confidentiality. Information disclosed during mediation will not be revealed to anyone, including the EEO staff.

AVOIDS LITIGATION

- Lengthy litigation CAN be avoided. Mediation costs less than a lawsuit and avoids the uncertainty of judicial outcome.

FOSTERS COOPERATION

- Mediation fosters a problem solving approach to complaints and workplace disruptions are reduced. With an investigation, even if the case is dismissed, the underlying problems may remain, affecting others in the workforce.

IMPROVES COMMUNICATIONS

- Mediation provides a neutral and confidential setting where both parties can openly discuss their views on the underlying dispute.

DISCOVER THE REAL ISSUES IN YOUR WORKPLACE

- Parties share information, which can lead to a better understanding of issues affecting the workplace.

DESIGN YOUR OWN SOLUTION

- A neutral third party assists the parties in the reaching a voluntary, mutually beneficial resolution. Mediation can resolve all issues important to the parties, not just the underlying dispute.

EVERYONE WINS

- An independent survey showed 96% of all respondents and 91% of all charging parties who used mediation would use it again if offered.

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