

Office of Congressional Workplace Rights Administrative Dispute Resolution (ADR) Process Flowchart

Filing a Claim Form

A claim must be filed during the 180-day period that begins on the date of the alleged violation. *

Preliminary Review

A report on the preliminary review of the claim is issued within 30 days (may be extended by 30 days).

Voluntary Mediation

Mediation may be requested by either party any time before the deadline to file a civil action.

Mediation lasts 30 days (may be extended for 30 days).

Civil Action

A civil action in federal district court may be filed within 70 days of filing a claim, or within 90 days if the claim does not pass preliminary review.

Administrative Hearing

A hearing must be requested not later than 10 days after receiving the report on preliminary review. A hearing generally must commence within 90 days of the request. A decision by a Merits Hearing Officer is issued no later than 90 days after the hearing ends.

* Note concerning Library of Congress Employees:

Library employees who have filed a complaint with the Library's Office of Equal Employment Opportunity and Diversity Programs (EEODP) may file a claim with the OCWR any time **before** requesting a hearing with the EEODP, provided they met any initial deadlines under the Library's procedures for filing the claim.

Library employees who have filed a claim with the OCWR may file a claim with the Library's EEODP any time **before** requesting a hearing with the OCWR.

Appeal to the Board of Directors

An appeal must be filed no later than 30 days after the Merits Hearing Officer's decision.

Appeal to the U.S. Court of Appeals

An appeal must be filed no later than 90 days after the Board of Directors' decision.