

I. COMMISSION ON EQUAL OPPORTUNITIES POLICIES AND PROCEDURES FOR COMPLAINT ADJUDICATION.

Per the mission of the Commission on Equal Opportunities (CEO) under the New Haven Code of Ordinance Article II Section 12 __, the Director of the CEO, in filing complaints is empowered to adjudicate these complaints either by way of settlement or by way of a full hearing before Commission members. The following guidelines are intended to provide due process and fairness in the adjudication process.

1. All contractors are required to attend a Pre-Award Conference prior to commencing work on any project (Article II Section 12 __-24(e), 26(a). Failure to comply with this requirement will result in an automatic fine imposed by CEO.
2. Upon commencement of work, all contractors are required to submit project site reports within thirty (30) days, in accordance with 12 __ - 27, and if to submit weekly payroll records to the CEO.
3. Each contract and each project is subject to investigation by CEO personnel for the purpose of determining contract compliance in accordance with Section 12 __ - 24. CEO compliance inspectors are to be permitted access to all work sites and given full cooperation by all contractors and staff, both on site and off site, including but not limited to the following:
 - a. Inspectors shall have access to all project workers and may engage in private conversation with said workers;
 - b. Inspectors must be provided with all requested records, especially those pertaining to attendance and wages, and those records required to be kept on site by the contractor, in accordance with Section 12 __ - 23(i).
 - c. Contractors must adhere to all orders and instruction given by inspectors, including any orders to cease and desist operations at the project site.
4. After inspection of project site, a report shall be submitted to the Director, along with recommendations regarding contractor compliance, or the lack thereof.

5. Upon review of said report, the Director may initiate an investigation of a project for the purpose of determining compliance with the mandates of Section 12 __. In accordance with Section 12 __ - 23 – 25, the Director may issue, in writing, recommendations, citations, or orders to contractors or sub-contractors based upon the findings of the inspection or finding of the investigation.
6. The Director shall notify any contractors or subcontractors of any proposed action or investigation and provide an opportunity for said contractor or subcontractor to come into compliance or render an explanation why in its view, compliance may not be attained. As a part of this process the CEO will proceed in the following manner:
 - a. The Director will hold a fact-finding meeting to determine the extent to which the contractor is out of compliance;
 - b. The Director will review all good faith representations by the contractor in the interest of reaching an amicable resolution to the issues raised by the investigator/inspector and or auditor, and in the interest of furthering the goals of Section 12 __.
 - c. The Director, after discussion and review, on behalf of the Commission, may enter into a settlement agreement which may or may not include monetary payment. All such settlement agreements are subject to ratification by the Commission.
7. After discussion and review, if the parties are unable to enter into a settlement agreement, the matter may be referred to the full Commission for hearing and review.