CIESRDS Interaction Guide

The purpose of this flow chart is to assist CI and federal employees with avenues for dealing with conflict in the NOAA work centers. It is not to be utilized by federal employees who have concerns or issues with other federal employees.

What is your concern or issue?

Performance issue

Are you a federal or CI employee?

- **Fed** → Contact the CI employee's supervisor or lab CIRES lead
- **CI** → Is this regarding a CI or federal employee?
  - **Fed** → Contact your supervisor to connect with the federal employee's supervisor. **Next level:** CIESRDS A/S Manager
  - **CI** → Contact the CI employee's supervisor or lab CIRES lead

Personnel issue

Interpersonal

Are you a federal or CI employee?

- **Fed** → Is this a systemic issue?
  - **Yes** → **Report to:** • Federal supervisor • Next-level supervisor • CIRES federal liaison
  - **No** → Contact the CI employee's supervisor or lab CIRES lead
- **CI** → Does it involve a federal employee?
  - **Yes** → Is this a systemic issue?
    - **Yes** → **Report to:** • CIESRDS A/S Manager • CIRES HR • Anonymous feedback form
    - **No** → Contact your supervisor to connect with the federal employee's supervisor. **Next level:** CIESRDS A/S Manager
  - **No** → Contact CIRES supervisor or lab CIRES lead

EEO or harassment

Does it have to do with sexual harassment or sexual assault?

- **Yes**
  - **Fed** → **Report directly to NOAA:** www.noaa.gov/civil-rights/sexual-harassment
  - **CI** → **Report directly to OIEC:** www.colorado.edu/oiec/
- **No** → Does this fall under a protected category[1] for EEO or Harassment?
  - **Yes**
    - **Fed** → **Report directly to NOAA:** www.noaa.gov/civil-rights/sexual-harassment
    - **CI** → **Report directly to OIEC:** www.colorado.edu/oiec/
  - **Unsure[2]** → Are you a CI or federal employee?
    - **Fed** → **Contact options:** • Supervisor • Federal CIESRDS liaison • Lab deputy director
    - **CI** → **Contact options:** • CIRES supervisor • Lab CIRES lead • CIESRDS A/S Manager • CIRES ACI Director

Human resources

Contact CIRES supervisor or lab CIRES lead

Contact options:

CIRES HR: cireshr@colorado.edu

CIRES Finance POC

CIRES Travel: cirestravel@colorado.edu

CU Boulder Ombuds office[3]: www.colorado.edu/ombuds

1 Protected Class: Race, Color, Religion, Sex (including pregnancy), National Origin, Age, Disability (physical or mental), Sexual Orientation to include gender identity and expression, Veteran status, Political affiliation or philosophy, and Genetic information, including family medical history.

2 Mandatory Reporter: All employees with the authority to hire, promote, discipline, evaluate, grade, formally advise, or direct faculty, staff, or students are considered "responsible ' employees" and must report alleged misconduct to OIEC. This includes, but is not limited to resident advisors, teaching assistants, professors, graduate instructors, academic advisors, coaches, or other university employees with supervisory authority.

3 CU Boulder Ombuds: A multi-faceted resource available to federal employees who work with CU employes. They offer confidential consulting services, mediation, and aiding in the informal resolution of conflicts and concerns.