

MOCK TRIAL EXHIBIT PACKET

CASE: John Doe v. XYZ Community College District

The following exhibits have been submitted as part of the mock trial proceedings.

Exhibit A – Complaint Email

From: jdoe@xyzccd.edu
To: hr@xyzccd.edu
Date: February 15, 2025
Subject: Concern

Hi,

I wanted to let you know that I've been uncomfortable with some things happening at work lately. I'm not sure what the process is, but I wanted to make sure this was on record.

Thanks,
John

Exhibit B – HR Acknowledgement of Complaint

To: jdoe@xyzccd.edu

From: hr@xyzccd.edu

Date: February 18, 2025

Subject: RE: Equity Concern in Disciplinary Practices

Dear Mr. Doe,

Thank you for bringing your concern forward. We will take this under advisement.

Sincerely,

Human Resources

XYZ Community College District

No further communication or documentation was provided.

Exhibit C – Meeting Invitation Cancellation

To: jdoe@xyzccd.edu
From: events@xyzccd.edu
Date: March 4, 2025
Subject: Meeting Cancellation

Hi John,

Due to a change in the meeting agenda, we will no longer need your participation in next week's Student Success Committee meeting. Thank you.

- Administrative Office

Exhibit D – Email from Supervisor Referencing “Tone”

To: jdoe@xyzccd.edu
From: supervisor@xyzccd.edu
Date: March 17, 2025
Subject: Email Tone

John,

Please be mindful of tone in your email replies to team members. Some of your recent messages have been interpreted as abrupt. Let's meet to discuss expectations for internal communications.

Thank you,
L. Richards

Exhibit E – Performance Improvement Plan (PIP)

Employee: John Doe

Date Issued: March 10, 2025

Supervisor: [Unsigned]

This document serves as notice of a Performance Improvement Plan. John is expected to improve in the following vague areas:

- Overall professionalism
- Responsiveness to internal emails
- Adherence to unwritten department expectations

No specific deliverables or timeline for follow-up have been defined.

Next Review Date: Not specified

Employee Acknowledgment: [Not signed]

Exhibit F – Email from Colleague in Support of Joan

To: hr@xyzccd.edu
From: mwilliams@xyzccd.edu
Date: March 25, 2025
Subject: Re: Joan Doe Feedback

Dear HR,

I was surprised to hear about the recent feedback regarding John. He has been consistently helpful, respectful, and professional in our shared committee work. I've never witnessed any of the issues described in his recent evaluation.

Best,
Maria Williams, Academic Counselor

Exhibit G – Internal Meeting Log (Redacted)

Internal Calendar Note – March 5, 2025

- Subject: Adjust committee attendees post-complaint
- Action: John Doe removed from Student Success Planning Committee
- Notes: "HR reviewing complaint; best to pause involvement"

Exhibit H – Staff Climate Survey Summary (Fall 2024)

Anonymous feedback from classified staff included:

- “We’ve reported similar issues before—nothing happens.”
- “Discipline for students and staff is inconsistent.”
- “HR rarely follows up when equity is involved.”

The survey report was distributed campus-wide but not addressed in staff meetings.

Exhibit I – Discipline Disparity Summary Requested by John

Requested by: John Doe

Date Pulled: February 12, 2025

Summary of Spring 2024 Student Discipline Referrals:

- Black students: 38% of referrals (represent 18% of population)
- Latino students: 41% of referrals (represent 27% of population)
- White students: 13% of referrals (represent 42% of population)

Source: Student Conduct Office (internal analysis)

Exhibit J – Draft Legal Notice (Not Sent)

To: legal@equityadvocates.org
From: jdoe.personal@gmail.com
Date: April 12, 2025

Subject: Request for Legal Consultation – Retaliation Case

Dear Counsel,

I filed a formal complaint at XYZ Community College in February and have received no meaningful follow-up. Since then, I've been excluded from meetings and issued vague performance reviews. I believe I'm being targeted for speaking up.

Attached are documents for your review. Please advise.

Best regards,
John Doe

Exhibit K - Performance Evaluations

Employee: John Doe

Department: Student Services
Position: Program Services Specialist
Supervisor: Various
Timeframe: 2023–2025

Evaluation #1 – February 2023

John consistently demonstrates a high level of professionalism and dedication in his role. He is well-organized, meets deadlines, and maintains strong relationships with students and staff alike. His attention to detail and willingness to go above and beyond is regularly noted by his colleagues.

Areas of Excellence:

- Student engagement and support
- Collaboration with faculty
- Program coordination and event logistics

No areas of concern were identified during this evaluation period.

Evaluator: Maria Thompson

Signature: _____

Date: 02/15/2023

Evaluation #2 – March 2025

Following Mr. Doe's recent conduct and changes in performance, there are increasing concerns about his ability to meet departmental expectations. Several tasks were completed late, and communication with colleagues has been strained. John is encouraged to demonstrate improvement in responsiveness and professional tone in written communications.

Areas Needing Improvement:

- Timeliness
- Interpersonal communication
- Adherence to supervisory instructions

Evaluator: Not listed

Signature: _____

Date: 03/22/2025

Evaluation #3 – April 2025

This document serves as a follow-up performance review. John has made limited progress in the areas identified previously. Continued concerns exist around engagement, tone in emails, and reliability.

While some tasks have been completed, the overall attitude and responsiveness continue to fall short of department expectations.

Evaluator: "HR" (no named supervisor)

Signature: [Not Provided]

Date: 04/25/2025

Exhibit L – District Board Policy 3430: Prohibition of Harassment, Discrimination, and Retaliation

(Aligned with Title 5, California Code of Regulations, Sections 59300–59362)

Section I: Policy Statement

The District is committed to providing an academic and work environment free of unlawful harassment, discrimination, and retaliation. The District shall maintain an environment in which all individuals are treated with dignity and respect.

Discrimination or retaliation against individuals based on race, color, religion, ancestry, national origin, age, gender, sexual orientation, disability, or any other protected class is prohibited.

Section II: Retaliation Prohibited

No employee or student shall suffer retaliation for filing a complaint of harassment or discrimination or for participating in an investigation.

Retaliation includes, but is not limited to:

- Adverse employment actions (termination, demotion)
- Exclusion from work-related opportunities
- Unwarranted negative performance evaluations
- Increased scrutiny following a complaint

Section III: Complaint and Investigation Procedure

The District shall:

1. **Acknowledge all formal complaints in writing** within 10 business days.
2. **Promptly initiate a thorough investigation** by trained personnel.
3. **Complete the investigation within 90 calendar days**, unless exceptional circumstances apply.
4. **Inform the complainant in writing** of:
 - The outcome of the investigation
 - Whether a policy violation was found
 - Any corrective actions taken

The District shall maintain confidentiality to the extent permitted by law and protect all parties from retaliation during and after the process.