

College Board of Education Series—1000

HARASSMENT COMPLAINT

Prior to Filing a Complaint:

If it is appropriate and safe, anyone alleging a violation of this policy should meet with the person who allegedly violated the policy and resolve the issue informally.

Filing a Complaint:

Any employee, student, or member of the general public who believes he or she has been negatively impacted by a violation of this policy by any individual to whom this policy applies can file a complaint.

Questions, concerns, or complaints relating to the conduct covered by this policy should be directed to any of the following:

- The **director of Human Resources**
- The **executive dean—Governance**
- The **executive dean—Student Development & Learning Resources**
- The **director of Legal Resources**

Additional information can be found on the Chemeketa Web site.

An individual who needs an accommodation (*e.g.*, sign language interpreter, print materials in an accessible format) should inform the person who is going to take the complaint so appropriate accommodation can be made.

The following information must be provided to file a complaint:

1. The complaining party's name and contact information;
2. The name of the person, or identifying information, who is alleged to have violated the policy;
3. A description of the alleged violation.

Although Chemeketa encourages reports or complaints to be filed as soon as possible, all claims must be brought within statutory time frames.

College Board of Education Series—1000

HARASSMENT COMPLAINT (continued)

The person receiving the complaint will consult with the **director of Human Resources** who will determine the appropriate course of action. In the event the **director of Human Resources** has a conflict, the **executive dean—Governance, executive dean—Student Development & Learning Resources, or director of Legal Resources** will assume the duties of the **director of Human Resources**. An informal resolution to the complaint may be pursued.

If a formal investigation is determined appropriate, the **director of Human Resources** will be responsible for the investigation. The investigation will be done as promptly and impartially as possible. The **director of Human Resources**—in consultation with other individuals such as the executive dean, legal counsel, and appropriate administrators—will determine if a violation of the policy has occurred and recommend the appropriate action in accordance with association contracts and applicable law.

The person who made the complaint will be notified as soon as practicable when the investigation is complete and whether the claim was found to be substantiated, unsubstantiated, or inconclusive.

Individuals served by or working under the U.S. Department of Labor grant may file an Equal Opportunity complaint with the recipient's **Equal Opportunity Officer, Director of Human Resources; or the Director, Civil Rights Center (CRC), U. S. Department of Labor, 200 Constitution Avenue NW, Room N-4123, Washington, D.C. 20210.**

October 4, 2000

Adopted by College Council

June 7, 2006; August 13, 2007

Revised

April 25, 2012

Revised by College Executive Administration