

Clackamas Community College

Code: AC-AR

Revised/Reviewed:

Discrimination Complaint Procedure

Complaints regarding the interpretation or application of the College's nondiscrimination policy shall be processed in accordance with the following procedures:

Informal Procedure

Any person who feels that he/she has been discriminated against should discuss the matter with the compliance officer. The compliance officer will conduct a preliminary investigation of the complaint and respond to the complainant within 10 business days. If this response is not acceptable to the complainant, he/she may initiate formal procedures.

If the compliance officer is the subject of the complaint, the individual may file a complaint directly with the President. If the President is the subject of the complaint, the complaint may be filed with the Board chair.

Formal Procedure

- Step 1: A written complaint must be filed with the compliance officer within 10 business days of receipt of the response to the informal complaint. The compliance officer shall further investigate, decide the merits of the complaint and determine the action to be taken, if any, and reply, in writing, to the complainant within 20 business days.
- Step 2: If the complainant wishes to appeal the decision of the compliance officer, he/she may submit a written appeal to the President within five business days after receipt of the compliance officer's response to the complaint. The President shall meet with parties involved, as necessary, make a decision and respond, in writing, to the complaint within 10 business days.
- Step 3: If the complainant is not satisfied with the decision of the President, a written appeal may be filed with the Board within five business days of receipt of the President's response to Step 2. In an attempt to resolve the complaint, the Board shall hear the appeal with the concerned parties and their representative at a regular or special Board meeting. A copy of the Board's decision shall be sent to the complainant within 10 days of this meeting.

If the complainant is not satisfied after exhausting local complaint procedures, or 90 days, whichever occurs first, he/she may appeal in writing to the Commissioner for the Department of Community Colleges and Workforce Development (CCWD).

Discrimination Complaint Form

Name of Person Filing Complaint _____ Date _____ Activity _____

Student Employee Nonemployee (Job applicant)

- Type of discrimination:
- Race
 - Color
 - National Origin
 - Religion
 - Sex
 - Age
 - Disability
 - Veterans' Status
 - Sexual Orientation
 - Marital Status

Specific complaint: (Please provide detailed information including names, dates, places, activities and results of informal discussion.)

Remedy requested:

The complaint form should be mailed or taken to the compliance officer. Direct complaints related to educational programs and services may be made to the U. S. Department of Education, Office for Civil Rights. Direct complaints related to employment may be filed with the Oregon Bureau of Labor and Industries, Civil Rights Division, or the U. S. Department of Labor, Equal Employment Opportunities Commission.

Approved by President's Council: _____
(Date)

R8/31/04 | DB

Corrected 12/08/10