

Sex-Based Discrimination Reporting ~~Sexual Harassment Complaint~~ Procedure

The Student CARE Team and Human Resources are responsible for coordinating inquiries and investigations of alleged sex-based discrimination and/or misconduct. General procedures for reporting and investigation into allegations of sex-based discrimination and/or misconduct are outlined below.

Reporting Sex-Based Discrimination and/or Misconduct

Reports, information or rumors of sex-based discrimination and/or misconduct should be reported to a Title IX Coordinator.

Inquiries or investigations of reported sex-based discrimination and/or misconduct involving students and only students will be coordinated by the Title IX Coordinator(s) for students and the Student CARE Team.

Inquiries or investigations of reported sex-based discrimination and/or misconduct involving employees, vendors or other individuals will be coordinated by the Title IX Coordinator(s) in Human Resources.

Contact information for the Student CARE Team and Human Resources are found below:

- The Title IX Team, titleix@clackamas.edu
- Student CARE Team, CARE@clackamas.edu, 503-594-3404
- Human Resources, hr@clackamas.edu, 503-594-3300
- Chief Human Resources Officer, Room B 204, 503-594-3458
- Director of Human Resources, Room B 204, 503-594-3087
- Title IX Coordinator for Students, Room CC 153, 503-594-3030

Designated Responsible Employees are obligated to report rumors, information, or allegations of sex-based discrimination to a Title IX Coordinator as soon as possible upon becoming aware of an incident. All administrative employees are considered designated responsible employees.

Reports, information or rumors of sex-based discrimination and/or misconduct involving the Title IX Coordinator(s) must be reported to the President.

Reports, information or rumors of sex-based discrimination and/or misconduct involving the President must be submitted to the chair of the Board of Education.

Inquiries and Investigations of Sex-Based Discrimination and/or Misconduct

The Title IX coordinator receiving the report of sex-based discrimination and/or misconduct will promptly initiate an inquiry and/or investigation. The inquiry and/or investigation will be conducted in accordance with state and federal laws.

Allegations of sex-based discrimination in violation of Title IX will follow the processes and procedures outlined in Administrative Regulation AC-AR (1), Title IX, for inquiry and investigation.

A written response regarding the findings from the inquiry and/or investigation will be provided to the complainant and respondent.

For purposes of this process, the complainant is the individual(s) filing the report of a policy violation. The respondent is the individual(s) alleged to have violated the policy.

Appealing the Results of an Inquiry or Investigation

If a complainant and/or respondent is not satisfied with the findings of the inquiry and/or investigation conducted, they may submit a written appeal to the Dean of Academic Foundations and Connections or the Chief Human Resources Officer.

Appeals should be submitted within ten (10) calendar days of receipt of the findings. Meetings will be arranged with the affected parties as deemed necessary to discuss the appeal. A written response to the appeal will be provided to the individual filing the appeal.

If a complainant and/or respondent is not satisfied with the results of the initial appeal, they may submit an additional appeal to the President or the President's designee.

Appeals to the President should be submitted within ten (10) calendar days of receipt of the response to the initial appeal.

Meetings will be arranged with the affected parties as deemed necessary to discuss the appeal. A written response will be provided to the individual filing the appeal.

Timelines may be extended based upon mutual consent of both parties.

Documentation of Inquiries or Investigations

Documentation of inquiries or investigations of sex-based discrimination and/or misconduct may become part of the student's education record or an employee's personnel file. Additionally, documentation of inquiries, investigations or findings of sex-based discrimination or misconduct will be maintained as a confidential file in the student conduct office and/or human resources office in accordance with state and/or federal law.

Additional Reporting Resources

Sex-based discrimination and/or misconduct may be reported, at any time, to the following state and/or federal agencies:

- **U.S. Department of Labor**
- **Equal Employment Opportunity Commission**

- **Oregon Bureau of Labor and Industries**
- **U.S. Department of Education**
- **Office for Civil Rights**
- **Higher Education Coordinating Commission**

The compliance officer has the responsibility for investigating allegations of sexual harassment. The College has designated three positions as compliance officers; the dean of human resources, the associate dean of academic foundations and connections (AFAC) and the dean of campus services.

Complaints involving one or more employees should be reported to the dean of human resources; complaints involving only students should be reported to the associate dean of AFAC; and complaints involving vendors or other individuals (not employees) should be reported to the dean of campus services, or designees. In all cases the responsible compliance officer will consult with the dean of human resources to ensure consistency.

~~Step 1 — Any sexual harassment information (complaints, rumors, etc.) shall be presented to the appropriate compliance officer as defined above. Complaints may also be presented to any College administrator who will immediately notify the compliance officer. All such information shall be reduced to writing and will include the specific nature of the sexual harassment and corresponding dates. Complaints against the compliance officer shall be reported to the President. Complaints against the President shall be submitted to the Board chair.~~

~~Step 2 — The compliance officer receiving the information or complaint shall promptly initiate an investigation. He/She will arrange such meetings as may be necessary to discuss the issue with all concerned parties within five working days after receipt of the information or complaint. All findings of the investigation, including the response of the alleged harasser, shall be reduced to writing. The compliance officer conducting the investigation shall notify the complainant in writing when the investigation is concluded. The parties will have an opportunity to submit evidence and a list of witnesses.~~

~~A copy of the notification letter shall be forwarded to the President.~~

~~Step 3 — If a complainant is not satisfied with the decision at Step 2, he/she may submit a written appeal to the President. Such appeal must be filed within 10 working days after receipt of the Step 2 decision. The President will arrange such meetings with the complainant and other affected parties as deemed necessary to discuss the appeal. The President shall provide a written decision to the complainant within 10 working days.~~

~~Step 4 — If a complainant is not satisfied with the decision at Step 3, he/she may submit a written appeal to the Board. Such appeal must be filed within 10 working days after receipt of the Step 3 decision. The Board shall, within 20 working days, conduct a hearing at which time the complainant shall be given an opportunity to present the appeal. The Board shall provide a~~

~~written decision to the complainant within 10 working days following completion of the hearing.~~

~~Step 5 — If the complaint is not satisfactorily settled at the Board level, the employee may appeal to the U.S. Department of Labor, Equal Employment Opportunity Commission or Oregon Bureau of Labor and Industries; the student may appeal to the Regional Civil Rights Director, U.S. Department of Education, Office for Civil Rights, Region X, 915 2nd Ave., Room 3310, Seattle, WA 98174 1099. Additional information regarding filing of a complaint may be obtained through the compliance officer or President.~~

~~Documentation related to sexual harassment complaints may become part of the student's education record or employee's personnel file as appropriate. Additionally, a copy of all sexual harassment complaints and documentation will be maintained as a confidential file and stored in the human resources or student services office, as appropriate.~~

~~In the event the President is the subject of the investigation, reports, when required, shall be made by the Board chair or individual appointed by the Board chair.~~

Clackamas Community College
ALLEGED HARASSMENT AND CIVIL RIGHTS VIOLATION COMPLAINT FORM
(please type or print)

Date:

Name:

You are: (please check one) ~~G Student~~ ~~G Employee~~ ~~G Campus Visitor~~ Student/Employee

I.D. number:

Please describe alleged misconduct; be sure to include name(s), date(s) of occurrence(s) and place(s) of occurrence(s): (If more room is needed, attach additional pages.)

Attach any material you feel will assist the College in reviewing your allegations.

Signature of Person Filing This Complaint

Date

Area Code and Telephone Number

Please return this form to any of the following:

Dean of Human Resources, B-204

Human Resources Manager, B-204

Vice President of College Services, B218

FOR HR OFFICE USE ONLY: _____ **Date Stamp: Complaint Received** _____

By:

Initials

Investigation

Resolved Informally

Harassment

Sexual Harassment

Discrimination

Other

Clackamas Community College

WITNESS DISCLOSURE FORM

Name of Witness:

Position of Witness:

Date of Testimony/Interview:

Description of Instance Witnessed:

Any Other Information:

I agree that all the information on this form is accurate and true to the best of my knowledge.

Signature: _____ Date: _____

Approved by President's Council: May 22, 2012
—(Date)