

Discrimination ~~Complaint~~ Reporting Procedure

The Student CARE Team and Human Resources are responsible for coordinating inquiries and investigations of alleged discrimination. General procedures for reporting and investigation into allegations of discrimination are outlined below:

Reporting Discrimination

Reports, information or rumors of discrimination should be reported to the Student CARE Team and/or Human Resources.

Inquiries or investigations of discrimination involving only students and only students will be coordinated by the Student CARE Team.

Inquiries or investigations of discrimination and reports involving employees, vendors or other individuals will be coordinated by Human Resources.

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

- 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

Reports, information or rumors of discrimination involving the Student CARE Team or Human Resources must be reported to the President.

Reports, information or rumors of discrimination 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 college official receiving the information or report of discrimination will promptly initiate an inquiry and/or investigation. The inquiry and/or investigation will be conducted in accordance with state and federal laws.

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 or 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 or 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 discrimination may become part of the student's education record or 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

Discrimination 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**

~~Complaints regarding discrimination or harassment on any basis protected by law shall be processed in accordance with the following procedures:~~

~~Step 1: Complaints may be oral or in writing and must be filed with the compliance officer. The compliance officer shall investigate and determine the action to be taken, if any, and reply, in writing, to the complainant within 20 business days of receipt of the complaint.~~

~~Any staff member that receives a written or oral complaint, shall report the complaint to the compliance officer.~~

~~Step 2: If the complainant wishes to appeal the decision of the compliance officer, he/she may submit a written appeal to the President or designee within five business days after receipt of the compliance officer's response to the complaint. The President or designee may review the compliance officer's decisions and may meet with parties involved. The President or designee will review the merits of the complaint and the compliance officer's 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 or designee, a written appeal may be filed with the Board within five business days of receipt of the President's or designee's response to Step 2. The Board may decide to hear or deny the request for appeal. The Board may hear the appeal with the concerned parties and their representative at a regular or special Board meeting. The Board's decision will be final and will include the legal basis for the decision, findings of fact and conclusions of law. A copy of the Board's final decision shall be sent to the complainant in writing within 10 days of this meeting.~~

~~If the compliance officer is the subject of the complaint, the individual may file a complaint with the President or designee. If the President or designee is the subject of the complaint, the complaint should be referred to the Board chair. The Board may refer the investigation to a third party.~~

~~Complaints against the Board as a whole or individual Board members should be made to the Board chair and may be referred to counsel. Complaints against the Board chair may be made directly to counsel~~

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

~~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 Director for the Office of Community Colleges and Workforce Development (CCWD) under Oregon Administrative Rule (OAR) 589-010-0100.~~



DISCRIMINATION COMPLAINT FORM

(Please provide as much detail as you can in the spaces below. Use extra sheets if necessary.)

Clackamas Community College is a diverse community that provides equal opportunity in employment, activities, services and its programs. It is the policy of Clackamas Community College and its Board to prohibit discrimination or harassment on any basis protected by law, including but not limited to, an individual's protected classes of perceived or actual race, color, national or ethnic origin, religion, sex, age, mental or physical disability or perceived disability, pregnancy, familial status, genetics, economic status, veterans' status, sexual orientation or marital status, or because of the perceived or actual race, color, religion, sex, sexual orientation, national or ethnic origin, marital status, age, mental or physical disability or perceived disability, pregnancy, familial status, genetics, economic status, veterans' status of any other persons with whom the individual associates.

Printed Name of Person Filing Complaint (Complainant)

Date

Home or Cell Phone Number

Email Address

You are: (please check one) Student Employee Campus Visitor Volunteer Other

Type of discrimination:

Race

Color

National Origin

Describe the alleged

Religion

Sex

Veterans' Status

Disability

Age

Sexual Orientation

Marital Status

Ethnicity

Other

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

Multiple horizontal lines for providing detailed information.

Are there witnesses? To whom should we speak and what evidence should we consider? (Please provide details of names, telephone numbers or any other information to help us identify and contact the person(s))

What would you like the institution to do as a result of your complaint what is the suggested solution/resolution/outcome?

Please return this form to any of the following:

Title IX Coordinator, Patricia Anderson-Wieck
Dean, Human Resources 503-594-
3300

Section 504 Disability Coordinator, Christina Bruck 503-594-
3181

~~Title II Director, Darlene Geiger
Associate Dean, Academic Foundations and Connections 503-594-
3392~~

~~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.~~

FOR OFFICE USE ONLY:

Date Stamp: Complaint Received _____ By: _____ (initials)
