

**ADMINISTRATIVE RULE NO: 1045-01**  
**RELATED TO POLICY NO: 1045**

**TITLE: HARASSMENT COMPLAINT PROCEDURES**

Every employee, student or visitor at the college is encouraged to report harassing and/or offensive behavior that would cause a reasonable person to fear for their personal safety, or would substantially interfere with their employment or academic responsibilities. No reprisals will be taken against any individual who makes such a report. Individuals who object to offensive behaviors are encouraged to take personal responsibility to make sure the alleged harasser is told the behavior is not welcome and not engage in conduct that leads another person to believe the offensive behavior is enjoyed or encouraged.

Any student, agent or employee who has been found by the college, after appropriate investigation, to have harassed another individual will be subject to appropriate sanctions depending on the circumstances. The college's remedy will be designed to eliminate harassing and offensive behavior.

Discipline imposed upon employees subject to a collective bargaining agreement shall be governed by their respective agreements; failing such provision, Board policies shall apply.

Any form of retaliation against individuals making complaints, witnesses or any other involved individuals is against college policy and is strictly prohibited. Retaliatory activities will be treated as a violation of the college's harassment policy and are subject to the same disciplinary measures.

**COMPLAINT/INVESTIGATION PROCEDURES**

The investigator will work with the complainant to determine the best course of action for resolution of the situation. Informal resolutions and reconciliations may be attempted prior to a formal investigation taking place.

The following procedure should be used by individuals who believe they have been subjected to harassing or offensive conduct by another individual at the college.

- A. Complainants should bring their complaints forward as follows:
1. A student complainant should bring the complaint to the Dean of Student Services or designee. If the complaint involves an employee, the Dean of Student Services will work with the employee's Dean to resolve the issue.
  2. An employee complainant should bring the complaint to the appropriate Dean/Director.

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3. Visitors should bring their complaints to the director of Human Resources or designee.
4. If the complaint is against anyone named to investigate or review the investigation, the complainant will go to the next higher person in the organizational structure.

The dean of Student Services will serve as the investigator for student-to-student complaints. The appropriate dean/director will serve as the investigator for complaints involving employees. A complaint can be verbal or written. Complainants are encouraged to submit their complaint on the College Harassment/Civil Rights Complaint form.

- B. The investigation/resolution of each complaint will be completed in a timely manner. The investigation will proceed according to the following process:
  1. The complainant and accused will be interviewed separately with specific questions by the investigator. During the investigation the complainant and accused may bring representation so long as that representative does not interfere with the investigative process. Both will be asked to identify potential witnesses to the relevant facts. The investigator will be alert not to involve any more people than necessary.
  2. Witnesses will be interviewed by the investigator. The investigator will document the discussions at each interview.
  3. At the conclusion of interviews and review of documents, the investigator will make a decision regarding the complaint, based upon the facts discovered during the investigation. The investigator will inform the complainant and accused of the findings.
  4. The immediate supervisor and/or dean of Student Services will implement the decision.
  5. If it is concluded the complaint cannot be substantiated, all parties will be notified and the investigation closed.
- C. Within 15 days of receipt of the decision either party may appeal the decision by submitting a written request outlining the basis for the appeal and any other relevant facts, to the appropriate vice president who will consider anew evidence presented and render a decision on the appeal. The decision of the vice president is final and binding.

DATE OF ADOPTION: 04/28/98  
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