

Board of Education Series—1000

RESPECTFUL COLLEGE COMMUNITY COMPLAINT

Prior to Filing a Complaint:

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

Filing a Complaint:

Any employee, student, vendor, 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 **Assistant Director of Human Resources**
- The **Executive Dean**
- The **Executive Dean of Students**
- The **Diversity & Equity Officer**

Individuals who need 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 at Chemeketa there are no specific time limits, it is best to file a complaint promptly. Although Chemeketa encourages reports or complaints to be filed as soon as possible, all claims must be brought within statutory time frames.

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RESPECTFUL WORKPLACE COMPLAINT (continued)

Filing a Complaint
(continued):

The person receiving the complaint will, consult with the **Assistant Director of Human Resources** who will determine the appropriate course of action. In the event, the **Assistant Director of Human Resources** has a conflict, the **Executive Dean, Executive Dean of Students or Diversity & Equity Officer** will assume the duties of the **Assistant Director of Human Resources**. An informal resolution to the complaint may be pursued.

If a formal investigation is determined appropriate, the **Assistant Director of Human Resources** will be responsible for the investigation. The investigation will be done as promptly and impartially as possible. The **Assistant 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.

June 7, 2006

Adopted by College Council
August 13, 2007

Revised

October 30, 2015

Revised by College Executive Administration