



# Century College Policy

## 1B.1.0.2 Policy and Procedure on General Discrimination and/or Harassment

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### 1B.1.0.2 Policy and Procedure on General Discrimination and/or Harassment

#### I. Purpose

To promote and maintain a working environment that encourages mutual respect, promotes civil and congenial relations among employees and is free from all forms of harassment and violence.

#### II. Definition

Any unwelcome verbal, written or physical conduct that either denigrates or shows hostility or aversion towards a person on the basis of race, sex, color, national origin, religion, sexual orientation, age, veteran status, political affiliation, or disability that

- has the purpose or effect of creating an intimidating, hostile or offensive work environment;
- has the purpose or effect of unreasonably interfering with an employee's work performance; or
- affects an employee's employment opportunities

Overt or covert acts of reprisal, interference, restraint, penalty, discrimination, intimidation, or harassment against an individual or group exercising their right under this policy will not be tolerated.

#### III. College Policy

It is the policy of Century College community to promote equal educational and employment opportunities without regard to race, creed, color, sex, national origin, age, marital status, disability or handicap, reliance on public assistance, religion, or political opinions or affiliations as described in Minnesota State Colleges and Universities Board Policy 1B.1 Nondiscrimination in Employment and Education Opportunity.

#### Informal Complaint Procedure:

Complaints should be filed at the first appropriate level of supervision except in cases where the supervisor/administrator is the alleged harasser. Supervisors, deans, and vice presidents or designee will attempt to resolve all allegations of general harassment within ten (10) working days and take appropriate action. Employees may have bargaining unit representation during the investigative meeting at his/her request. Supervisor, deans, vice presidents and the president may contact the Human Resource Office/Affirmative Action Officer as a resource.

Complaints of behavior(s) covered by non-discrimination/harassment policies must be filed with the supervisor/administrator or designee within 30 days of occurrence.

## **Formal Complaint Procedure:**

If the allegation cannot be settled at the informal level, the complaint is sent to Human Resources. Human Resources will initiate an investigation regarding the harassment allegation.

Allegations of general harassment against the college president shall be filed with Minnesota State Colleges and Universities, system office. The Chancellor shall appoint a representative to investigate the complaint who will prepare a report of his/her investigation for consideration by the Chancellor and a decision on the merits. Minnesota State Colleges and Universities, system office shall have thirty (30) days from the date of filing in order to reach a decision.

Timelines for resolving and/or reaching a decision may be extended by the investigating supervisor/administrator/designee for reasonable periods of time to allow for the presence of parties on campus or as otherwise deemed appropriate. The complaint file should contain the specific reasons for delays in investigating or processing the complaint.

Should an employee be dissatisfied with the resolution or decision of the supervisor, dean, or vice president, he/she may appeal the determination within five (5) working days to the President or designee for a final determination. The President or designee shall have ten (10) working days in which to review the complaint, meet with parties, as he/she deems appropriate, and issue a final decision.

## **Sanctions**

Employees found in violation of the College's policy will be subject to disciplinary action including separation from the college when appropriate.

## **References**

Minnesota State Colleges and Universities Board Policy 1B.1

Minnesota State Colleges and Universities Board Policy 1.B.1.1

Century Policy 1B.1.0.1

AFSCME – Article 16, Discipline and Discharge, Article 17 Grievance Procedure,  
Appendix J

MAPE – Article 8, Discipline, Demotion and Discharge

MMA – Article 7, Discipline, Demotion and Discharge

Commissioner's Plan – Chapter 11, Disciplinary Action and Chapter 12,  
Resolution of Disputes

MSCF – Article 25, Disciplinary Procedures

MnSCU Personnel Plan for Excluded Administrators – 1.3 subdivision 5,  
Discipline and Dismissal

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