1B.1.0.2 Procedure - Complaint of Discrimination and/or Harassment

I. Purpose
This procedure is designed to further implement Century College Policy 1B.1 relating to nondiscrimination by providing a process through which individuals alleging violation of Century College Policy 1B.1 Nondiscrimination/Harassment may pursue a complaint.

II. College Policy
It is the policy of Century College community to promote equal educational and employment opportunities without regard to race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, gender identity, or gender expression as described in Century Policy 1B.1 and Minnesota State Colleges and Universities Board Policy 1B.1 Nondiscrimination in Employment and Education Opportunity.

Informal Complaint Procedure:
Complaints shall 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 harassment or discrimination within ten (10) working days and take appropriate action. Employees may have bargaining unit representation at his/her request. Supervisor, deans, vice presidents and the president may contact the Human Resource Office/Affirmative Action Officer as a resource.

Formal Complaint Procedure:
1. The vice president of a unit where the complainant is employed is responsible for taking action on allegations of harassment or discrimination made by employees against a supervisor in that unit.

2. The college president or designee shall resolve allegations of harassment or discrimination made by employees against vice presidents.

Allegations of harassment or discrimination against the college president shall be filed with Minnesota State Colleges and Universities, Office of the Chancellor. 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.

The process for investigating a complaint will follow the MnSCU 1B1.1 Report/Complaint on Discrimination/Harassment Investigation Procedure.

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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