

## **Century Community and Technical College**

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

#### **I. Purpose/Definition**

Intentional behavior(s) whether physical or verbal by one employee toward an employee which has the purpose of interfering with the employees work performance or creates an intimidating, hostile, or offensive environment constitutes a violation of college policy.

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

#### **II. College Policy**

It is the policy of Century Community and Technical College community to promote equal educational and employment opportunities without regard to race, creed, color, sex, national origin, age, material 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 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 general harassment 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 complainant is employed shall resolve allegations of general harassment made by employees against a supervisor in that unit.
2. The college president or designee shall resolve allegations of general harassment made by employees against deans or vice presidents.
3. Allegations of general harassment 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. Minnesota State Colleges and Universities, Office of the Chancellor 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

**Date Implemented:** 2-26-99

**Date Revised:**