



Frederick Community College Procedure

Section 3:00 Personnel Procedures	Procedure Number	3.17
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Discrimination Complaint Procedures	Policy Number	3.17
	Approved Re-approved	3/20/02 4/20/05

- A. The following procedures are adopted to process complaints alleging violations of the College's policies on Non-discrimination, Equal Employment Opportunity, Equal Educational Opportunity, or Sexual Harassment, and will be in addition to any complaint or charges an employee, applicant or student files with State or federal agencies. These procedures apply to all complaints of sexual harassment made against an employee. Complaints of sexual harassment made against a student will be processed under the student sexual harassment procedure.
- B. **Initiation of a Complaint.** Any employee, applicant, or student who alleges a violation of College policy on Non-discrimination, Equal Employment Opportunity, Equal Educational Opportunity, or Sexual Harassment should file a complaint with the lead administrator of Human Resources* setting for the grounds for the complaint. If the complaint is against the lead administrator of Human Resources, the employee should file the complaint with the chief administrative officer.
- C. **Fact Finding.** The lead administrator of Human Resources* (or the chief administrative officer) will initiate the fact-finding process in response to the complaint and attempt to resolve the issue with the employee, applicant or student.
- D. **Conference with the President.** If the lead administrator of Human Resources* cannot resolve the complaint, the matter will be forwarded to the President of the College by the lead administrator of Human Resources* (or the chief administrative officer) with a recommendation. The President will hold an information conference between the parties and make a decision of the charges.
- E. **Appeal.** The decision of the president may be appealed to the board of trustees.
- F. **Confidentiality.** All parties and staff will keep the complaint, fact-finding process and conference or hearings confidential, except to the extent that it is necessary to investigate and process the complaint.
- G. **Reprisals and False Complaints.** Persons filing complaints of discrimination, harassment, or retaliation will be protected against reprisals by actions that are appropriate to the circumstances. Those persons filing deliberate false complaints will be subject to disciplinary action including dismissal.
- H. **Disciplinary Action.** Substantiated complaints of violation of the above

referred to policies may subject the offending party to disciplinary action.

Note: * Indicates that the lead administrator of Human Resources may designate another College administrator to act in his or her absence.