

Grievance Procedure, Title IX – Section 504

Revised: February 2010

The procedure shall be as follows:

1. Any student or employee who feels he/she has been unlawfully discriminated against shall file with the Director of Human Resources, in writing, either on a form provided by the Director for this purpose, or on any other form provided by the grievant himself, setting forth in specifics the nature of the alleged unlawful discrimination and providing the name or names of the party or parties involved, the date or dates of the incident or incidents, and any other information that the grievant feels would be in support of the alleged unlawful discrimination.
2. The grievant must sign the grievance document.
3. It is preferred the complaint be in writing, however; if the grievant is physically unable to comply with Items #1 and #2 above, then he/she can present the complaint orally to the Director of Human Resources, and it would then be the Director of Human Resources' obligation to put into writing to the best of the Director of Human Resources' ability, the complaint as outlined by the grievant with the grievant then having an opportunity to review the complaint and indicating on the document a mark of acknowledgement to be witnessed by a human resource assistant.
4. After receipt of the written grievance document, it shall be the Director of Human Resources' obligation to investigate the charges alleged.
5. The Director of Human Resources shall, upon receipt of the complaint, provide a copy of the complaint to the party or parties cited, with instructions to provide, within ten (10) calendar days, a written response of explanation or answer.
6. In the Director of Human Resources' own discretion, the Director of Human Resources shall interview or do whatever is thought to be necessary to determine the facts related and relevant to the charges alleged. If deemed necessary, the Director of Human Resources may hold a meeting to review the charges and secure the responses, explanations, or answers, or appoint a special committee to do such, provided five (5) calendar days advanced notice of the meeting is given to the grievant and all parties cited in the complaint by the grievant. The grievant shall also have the right to specifically request that the Director of Human Resources appoint a committee and the grievant shall also have the right to challenge the appointment of a committee member if the grievant feels the appointment would constitute a conflict of interest.
7. In addition to fact-finding, the Director of Human Resources shall also attempt to remedy or make recommendations to remedy any charges found to be valid. These recommendations will be reviewed by the Senior Vice President for Administrative Services.
8. Within twenty (20) working days after receipt of the complaint, the Director of Human Resources shall, in writing to the grievant, with copies to all parties cited, respond to the charges as outlined by the grievant by either rejecting the charges of unlawful discrimination, by indicating recommendations for remedy, indicating that remedies have occurred if the charges are found to be valid, or by indicating, with explanation, that the charges could not be rejected or validated within the time and framework of this grievance procedure as outlined herein.
9. The purpose of the time limit set forth in this grievance procedure is to provide for a fast and expeditious resolution of a complaint alleging unlawful discrimination for the benefit of both the grievant and the party or parties cited. In the event that delays are apparent, the grievant and the party or parties cited can waive the time limits set forth herein by jointly executing a written extension of time allowing the Director of Human Resources and Senior Vice President for Administrative Services additional time in which to complete the procedures as outlined above.
10. The grievance procedure shall be an addition to any other rights that either the grievant or the party or parties cited may have under the law and is not deemed to the exclusion of any other right or privilege.

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