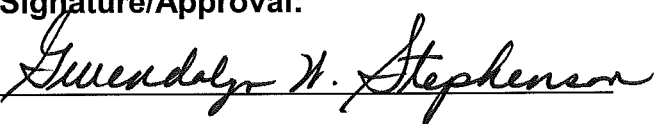


ADMINISTRATIVE PROCEDURES

Title: DISCRIMINATION COMPLAINT	Identification: 2.05
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	Effective Date: March 10, 2006
Authority: SBE 6A-14.0261 FS 1001.64;1001.65;1000.05;1006.71	Signature/Approval: 

PURPOSE

This procedure establishes guidelines to outline the steps necessary to properly file a complaint related to allegations of unequal opportunity or treatment at Hillsborough Community College.

PROCEDURE

The policy of Hillsborough Community College is to ensure equal opportunity or treatment, regardless of race, color, religion, sex, sexual orientation, age, disability, marital status or national origin. Any employee, student or applicant for employment or admission who believes that they have been unfairly discriminated against on the basis of race, color, religion, sex, sexual orientation, age, disability, marital status or national origin, may initiate a formal complaint against the individual alleged to be guilty of the discrimination. The following procedural steps must be followed:

1. A student or applicant for admission should report any incident of alleged discrimination to the Dean of Student Services or to the Office of Equity.
2. A student or employee who experiences discrimination from a supervisor or any employee, and is not comfortable reporting to a Dean or an immediate supervisor should contact the Assistant to the President or the Office of Equity.
3. An applicant for employment should report any incident of alleged discrimination to the Director of Human Resources or to the Office of Equity.
4. Upon receipt of a written or telephone complaint, the Assistant to the President will furnish the complainant with a copy of the Discrimination Complaint form. This form should be completed before the complaint process can begin. However, any written statement sufficiently precise to identify the parties concerned and the alleged discriminatory acts or practices, may be submitted, pending final completion of the form. This will open a record file. Incidents of alleged discrimination must be reported within ninety (90) days.
5. The Assistant to the President will advise the President, and the appropriate district-level Vice President or Campus President that a discrimination complaint has been filed and the facts associated with the case.
6. The Assistant to the President will review each allegation. If the complaint is covered by the Hillsborough Community College Educational Equity Plan or any Federal or State law, rule or regulation, it will be processed in the following manner:

ADMINISTRATIVE PROCEDURES

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- A. HCC will complete all official actions toward the final resolution of all complaints received directly by the College or referred by a civil rights enforcement agency, within forty-five (45) calendar days after receiving a discrimination complaint.
- B. All allegations will be thoroughly investigated on behalf of the College by the Assistant to the President.
- C. The Assistant to the President will discuss with the President, each allegation, the facts ascertained from the investigation, his/her conclusions and his/her recommendation for the College.
- D. The Assistant to the President will prepare a written Fact Finding Report, that will address each allegation raised by the complainant. This written report will include his/her conclusions regarding each allegation and the surrounding facts. In addition, the report will include his/her recommendations for how the College should proceed in this matter.
- E. When there is reasonable cause to believe there was discrimination, HCC will move to resolve the issue(s) by suggesting appropriate remedies. The remedies will be written and will be considered valid and final when signed by the President. The Assistant to the President will meet with the complainant to review the resolution of the complaint.
- F. If HCC finds no validity in the allegation(s) or the complainant does not accept the suggested remedies, the complainant will be advised as to his/her rights to pursue the charge outside the College.
- G. The Assistant to the President will maintain all documents regarding the allegations in a separate file from the employee's personnel files.
- H. All discrimination complaints must be filed within ninety (90) days of the alleged occurrence.
- I. The Assistant to the President will date stamp any written complaint to establish the exact filing time for the record.
- J. Retaliation against individuals who file complaints of discrimination is expressly prohibited by law and college policy.