

Policy No. 607
Area: Human Resources

Adopted: May 14, 1999

Certified by _____
Dr. Adolphus Andrews
Vice President
Administration and Finance

Revisions Approved:

SUBJECT: ADA and Equal Opportunity Discrimination
Sexual Harassment Complaint

This process attempts to provide a prompt, equitable, non-judicial, administrative resolution of complaints of discrimination by employees, applicants for employment, and students.

All information obtained through this complaint process is considered confidential. Every effort will be made by the University to protect the confidentiality of the parties to the extent possible during the processing of complaints under this procedure. Documentation resulting from each level in the complaint procedure will be maintained as a confidential record in the Human Resources Department. Access to documents or any other information related to an individual's complaint is permitted to University officials with a need-to-know or as allowed by law.

Retaliation against an individual who has opposed any practice which is prohibited by federal or state law or University policy or has made a charge, testified, assisted or participated in any manner in an investigation, proceeding or hearing under this procedure or procedures provided by state or federal law is strictly prohibited. A charge of retaliation constitutes a separate and distinct claim.

PROCEDURE

ADA and Equal Opportunity/Discrimination/Sexual Harassment Complaint 607.1