

**Procedure No. 607.1**

**Area: Human Resources**

Adopted: May 14, 1999

Certified By: \_\_\_\_\_

*Original signature on file in  
Office of General Counsel*

Curtis Pettis  
Vice President for Administration and  
Finance

Revisions Approved: February 3, 2023

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**SUBJECT: EQUAL EMPLOYMENT OPPORTUNITY, SEXUAL HARASSMENT  
AND AMERICANS WITH DISABILITIES ACT (ADA) COMPLAINT  
PROCEDURE**

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Central State University is committed to providing a living, learning, and working environment that is equitable, inclusive, and free from discrimination, harassment, and retaliation. When an employee, student, applicant, volunteer, vendor, independent contractor, or other stakeholder believes that discrimination concerning our Equal Employment Opportunity and the Americans with Disabilities Act (ADA) policy as it relates to their application for employment or employment has occurred, the following procedure has been established to investigate their complaint.

**Filing an Internal Complaint**

This complaint procedure is administered by the Office of Human Resources. Complaints must be made in writing to the Director of Human Resources. The Human Resources Department receives the complaint and determines the appropriate process or department to be used for complaint resolution. The Director of Human Resources or designee may reject the complaint for the following reasons:

- Untimeliness
- Incomplete statement or documentation
- Lack of documentation
- Or for such other reason as the Director of Human Resources or designee deems appropriate

The Director of Human Resources or designee may convene a meeting to discuss the complaint. If it is not possible for the complainant to meet, the Director of Human Resources or designee may review complaint documentation in lieu of a meeting and render a decision. If a meeting is convened, the complainant and respondent may be accompanied by a support person, at any stage of the procedure. Neither the support person nor the attorney can ask questions of the complainant or respondent. Time spent in filing a complaint or participating in the investigation is considered University business and, therefore, is considered time worked.

An employee called to participate in the complaint investigation must do so. If an employee fails to participate in the investigation, the employee may receive disciplinary action up to and including discharge/termination.

#### Internal Complaint Filing Deadline

A complaint alleging discrimination must be filed within 10 days of the incident/issue involving the complaint.

#### Timeline for Complaint Resolution

The Director of Human Resources or designee must complete the complaint investigation as soon as possible but no later than 30 days after the meeting to discuss the complaint or upon receipt of documentation to concerning the complaint should there be no meeting to convene.

All documentation must be submitted to the Director of Human Resources within 10 days of the meeting or within 10 days in lieu of meeting. No further documentation will be accepted once the decision of the Director of Human Resources has rendered a decision. The Director of Human Resources or designee may require additional documentation and/or interview appropriate person(s) who have direct knowledge of the issue.

If the complainant believes that the decision of the Director of Human Resources or designee is not satisfactory, the complainant may appeal to the area Vice President for which the complainant reports or the area Vice President upon which the complaint originates or an area Vice President

The complainant has 10 days in which to file the complaint with the area Vice President. The area Vice President or designee has 10 days in which to convene a meeting or in lieu of the meeting can review documentation. The area Vice President or designee has 30 days to render a decision and provide such decision to the complainant.

If the complainant believes that the decision of the area Vice President is unsatisfactory, the complainant may file the complaint with the President or designee. The President or designee may convene a meeting or review documentation. The President or designee has 30 days to render a decision and provide such decision to the complainant. The decision of the President is final.

#### Filing an External Complaint

Although use of the internal procedure is encouraged, individuals iH-56 have the right to file a complaint with an external agency(ies). Once a complaint has been filed with an external agency, the employee forfeits their ability to file an internal complaint and/or the investigation into the complaint will cease.