

REGULATIONS FOR THE INVESTIGATION AND RESOLUTION OF COMPLAINTS OF UNLAWFUL DISCRIMINATION

The Southwestern Community College District has adopted regulations to ensure that its programs and activities are available to all persons without regard to ethnic group identification, religion, age, sex, color, or physical or mental disability. The regulations provide for the investigation of alleged unlawful discrimination in its programs or activities. This District will seek to resolve the complaints in an expeditious manner and within ninety day of its filing.

The District Officer responsible for ensuring District compliance with the regulations adopted by the Board of Governors of the California Community College regarding unlawful discrimination shall be Director of Human Resources, Southwestern College.

The District will provide annual notice of this policy against unlawful discrimination to students and to new employees when they commence working. Posters, which contain the basic legal requirements, will be posted in places readily accessible to students, job applicants, and existing employees.

Prior to the submission of a complaint of unlawful discrimination, students will utilize the Student Due Process Grievance Procedure and employees will utilize the Affirmative Action Grievance Procedure. If the grievance is not resolved to the grievant's satisfaction within 30 days of its filing; the grievant may file a complaint.

The responsible District Officer shall make available to all students, job applicants, and employees the complaint form established by the Chancellor.

The responsible District Officer shall accept all complaints forms filed within 120 days of the date of the alleged discrimination. The District Officer will notify the complainant of their further appeal right with the Department of fair Employment and Housing or the State Chancellor's office.

Within 14 days of receipt of the complaint form, the District Officer shall commence an investigation of the alleged discrimination and notify the complainant that they investigation has begun.

When the District Officers receives a complaint of unlawful discrimination that is not on the form prescribed by the Chancellor, that Officer shall notify that complainant immediately.

If the complaint is defective in any other way, the Officer shall notify the complainant immediately that the complaint is defective and how the complaint if defective.

When the investigation is complete, the District will attempt to resolve the complaint and will take such action as it deems necessary to correct the effects of the unlawful discrimination will occur in the District.

The District Officer shall notify the complainant of its proposed resolution and that they complainant may object to the proposed resolution by submitting objections to the Chancellor within thirty days. Such notice shall be given on the form provided by the Chancellor.

Upon sending the notice of the proposed resolution the complainant, and within ninety days beginning the investigation of the complaint, the District will forward the following to the Chancellor:

1. The original complaint.
2. Report of the nature and extent of the investigation conducted by the District.
3. Report of any action taken to resolve the complaint.
4. Evidence that the District has notified the complainant of the proposed resolution and the ability to object to the proposed resolution by sending objections to the Chancellor.
5. Any other information that the Chancellor may require.