



Policy and Procedure

Policy Number: 108 REV 6

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Revision Dates: 08/03/04, 3/9/06, 9/8/08, 12/09/2009, 3/31/2010, 6/15/15

Division/Department: General Administration

Authors: Initial: Katherine Dettinger;

Revised by: Carol Abell, Director of Human Resources

Revised by: Robert Musgrove, President

Revised by: Penny Hudlow, Director of Human Resources

Revised by: Amy Kruse, Director of Human Resources

Subject: Report/Complaint of Discrimination/Harassment Investigation and Resolution

Authorities: Procedure 1.B.1 Report/Complaint of Discrimination/Harassment Investigation and Resolution

Purpose: This policy is designed to further implement Minnesota State Colleges and Universities (MnSCU) policy 1B.1 relating to non-discrimination in employment and education opportunity by providing a process through which individuals alleging violation of system or campus non-discrimination policies may pursue a complaint. This includes allegations of discrimination or harassment based on race, sex, color, creed, religion, age, national origin, disability, and marital status, status with regard to public assistance, sexual orientation, gender identity, gender expression, familial status or membership or activity in a local commission. .

Policy: The Report/Complaint of Discrimination/Harassment Investigation and Resolution Procedure will be available in the President's Office, the Human Resources Office, posted on the College website at: <http://www.pine.edu/about-ptc/campus-policies> and the Minnesota State Colleges and Universities' web site at: <http://www.mnscu.edu/board/policy/1b01.html>

Designated Officer: A designated officer is an individual(s) designated by the President to be primarily responsible for responding to reports and complaints of discrimination/harassment in accordance with this procedure. Upon receiving a complaint of a discrimination/harassment, the designated officer will notify the President of the area from which the report or complaint originated; the President will assign an investigator whose position would not constitute a conflict of interest.

Decision-Maker: A decision-maker is an individual designated by the President to review investigative reports, to make findings whether the discrimination/harassment policies have been violated based upon the investigation and other measures deemed necessary to reach a decision, and to determine the appropriate action for the institution to take based upon the findings.



Maintenance of Report/Complaint Procedure Documentation: During and upon the completion of the complaint process, the complaint file shall be repositied in a secure location in the Human Resources Department for the College. Access to the data shall be in accordance with the respective collective bargaining agreement or personnel plan, the Minnesota Government Data Practices Act, the Family Educational Rights and Privacy Act, or other applicable law.

Reviewed by the Leadership Team:

Reviewed by Faculty Shared Governance: N/A

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Revision Reviewed by Faculty Shared Governance: 1/27/2010

Revision Reviewed by Managers Meeting: 6/29/15

Revision Reviewed by Campus Round Table: 7/6/15

Revision Reviewed by Faculty Shared Governance: 9/2/15

Approved: _____
Joe Mulford, President

Date: _____