Los Angeles Community College District - Board Rule Chapter XV

Prohibited Discrimination Policy and Procedures

COMPLAINT TO Compliance Officer (CO) / Diversity Office

Complaints
Informal Complaint
Verbal
Referral
Other Information

Formal complaint
1. Filed on an LACCD complaint form within six months of the incident if it is employment related and one year if non employment related
2. Filed at request of complainant
3. Signed by complainant
   a. Investigation by CO
4. If signed by CO as Complainant
   a. Investigation by CO from another site

• Within 5 days
1. Provide complainant
   a. Copy of policy
   b. Right to representation
2. Notify alleged offender
   a. Copy of policy
   b. Copy of complaint
   c. Right to representation
3. Notify State Chancellor's Office
   a. Copy of complaint
4. Provide to President/Deputy Chancellor and Director of Diversity
   a. Copy of complaint
   b. Receipt letters to complainant and alleged offender.

Preliminary Investigation
- Prima facie case?

No → **Send letter to compainant**

Yes ↓

Informal Resolution Possible?
1. Arrange meeting with all parties
2. Formal written complaint may be filed simultaneously

No → **Formal Investigation**

Yes ↓

Settlement Agreement
1. Signed by all parties - Complainant, Alleged Offender, President and/or Director of Diversity
2. Copy to Director of Diversity

Formal Investigation
1. Compliance Officer report completed within 60 days from the time CO becomes aware of the alleged violation
2. Written report to President/Deputy Chancellor and a copy to Director of Diversity
3. Report shall include
   a. Description of circumstance
   b. Summary of testimony
   c. Analysis of evidence
   d. Recommendations re: findings
   e. Other appropriate information

• Within 15 days of receipt of report
Oral Presentation to President/ Deputy Chancellor
Within 15 days of receipt of report alleged offender/complainant sent letter with opportunity to make an oral statement.

President/Deputy Chancellor's Written Decision
1. Preponderance of the Evidence Standard
2. Send to complainant, alleged offender and a copy to Director of Diversity
3. Written decision shall include
   a. Summary of CO Report
   b. Proposed resolution and action
   c. Notice of appeal rights

• Within 15 days
Written Appeal of Complainant to Board of Trustees
1. Review appeal, CO Report and Written Decision

• Within 45 days
Final Decision of Board of Trustees

• Within 30 days
Complainant can Appeal to State Chancellor's Office
Non employment related complaints only

August 2008