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LAKE-SUMTER STATE COLLEGE  
ADMINISTRATIVE PROCEDURE

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TITLE: DISCRIMINATION/HARASSMENT/  
SEXUAL HARASSMENT GRIEVANCE FOR EMPLOYEES,  
STUDENTS OR THIRD PARTIES

NUMBER: 2-07

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REFERENCE: Board Rules 2.02 and 2.06

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- I. Any act of discrimination that violates the Civil Rights Act of 1964 (race, color, creed, national origin, sex, disability, marital status, age or religion, veteran status, parental status, sexual orientation) against a student or an employee, an outside contractor or an applicant for employment or admission to the College is prohibited. Sexual harassment is also a form of discrimination that violates Title VII of the Civil Rights Act of 1964.

The law defines sexual harassment as any form of unwelcome sexual advances or requests for sexual favors, or any conduct of a sexual nature when such conduct creates to a reasonable person an intimidating or offensive working or educational environment, or interferes with work performance or educational opportunities. Sexual harassment can be physical (touching, gesturing), verbal (requests for a date or favors, lewd sounds, jokes), or visual (photos, posters), and the victim does not have to be of the opposite sex.

- II. The purpose of this procedure is to specify the appropriate process for filing a sexual harassment or any other discrimination complaint.
  - a. The College has the duty to protect the confidentiality of persons involved in such allegations to the fullest extent possible, while immediately and thoroughly investigating the complaint. All records will be kept confidential until the conclusion of the investigation.
  - b. Should the investigation show that discrimination/harassment occurred; the discriminator will be disciplined accordingly. Such discipline may include dismissal or disbarment from doing business with the College.
  - c. The records of such discipline will be placed in the employee's personnel, student or third party's file.
  - d. During the investigation, the College reserves the right to reassign an employee or place him or her on paid leave, suspend a student or bar a third party from the College.
- III. The District Board intends that a prompt and equitable resolution of an allegation be reached through a procedure and process that is free of coercion, interference, restraint, discrimination, harassment or reprisal and that affords the complainant adequate opportunity to resolve the complaint.

## IV. Grievance Process

- a. In the event that an employee, student or third party feels that she or he has been the subject of harassment or discrimination, the complainant should within sixty (60) workdays from the date of the alleged event, file an Equity Issue Report and Request for Appointment form to discuss the offensive conduct with the Equity Officer or an investigating officer assigned or designated by the President.
- b. The Equity Officer, or investigating officer, will attempt to resolve the allegation informally by meeting with both parties individually. If the allegation cannot be resolved informally, the Equity Officer will:
  1. Establish that the complainant is comfortable with an investigation, and assure the complainant that every effort will be made to protect the confidentiality of allegations to the fullest extent possible.
  2. Create a written record of the complaint, ask the complainant to review the written record for accuracy, and to sign the written record.
  3. Immediately notify the appropriate Department Administrator and the President of the formal complaint.
  4. Conduct a prompt and thorough investigation by reviewing documents and interviewing witnesses. While interviewing witnesses, the Equity Officer, or investigating officer, will not disclose information given by another person, including the complainant and accused. However, both the complainant and the accused have the right to know the statements made and the identification of persons making statements. The Equity Officer, investigating officer may remind reluctant witnesses that it is his or her duty as an employee, student or third party to cooperate with the investigation.
  5. Maintain a record of the investigation, and store in a secure area apart from the personnel or other relevant files.
- c. The investigation will conclude within thirty (30) workdays of the date of the initial complaint, to be extended only due to the unavailability of a witness(s). Once the evidence has been collected and interviews conducted, the Equity Officer, or investigating officer, will prepare and submit to the President within fifteen (15) workdays of the conclusion of the investigation, a written report of the findings. The written report will include a recommendation for appropriate action, if any is needed.
- d. The Equity Officer, or investigating officer, will meet individually with the complainant and accused to discuss the findings and the recommended disciplinary action, if any.
- e. The President will take appropriate action within fifteen (15) workdays of the submission of the Equity Officer's report.

## V. Both the complainant and the accused have the right to appeal (see Appeals Procedure).

- VI. In the case that the Equity Officer is a party in the equity complaint, the President shall designate a replacement for the Equity Officer.
- VII. Employees, students and third parties are encouraged to promptly report complaints of discrimination to:

Equity Office  
Williams Johnson Building  
Lake-Sumter State College  
9501 Hwy 441 S.  
Leesburg, Florida 34788  
(352) 365-3592

or

Deborah Franklin, Executive Director  
Human Resources Lake-Sumter State College  
Administration Building, Leesburg Campus  
9501 Hwy 441 S.  
Leesburg, Florida 34788  
(352) 365-3507, [franklind@lssc.edu](mailto:franklind@lssc.edu)

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