

Sex-Based Discrimination Reporting Procedure

The Student CARE Team and Human Resources are responsible for coordinating inquiries and investigations of alleged sex-based discrimination and/or misconduct. General procedures for reporting and investigation into allegations of sex-based discrimination and/or misconduct are outlined below.

Reporting Sex-Based Discrimination and/or Misconduct

Reports, information or rumors of sex-based discrimination and/or misconduct should be reported to a Title IX Coordinator.

Inquiries or investigations of reported sex-based discrimination and/or misconduct involving students and only students will be coordinated by the Title IX Coordinator(s) for students and the Student CARE Team.

Inquiries or investigations of reported sex-based discrimination and/or misconduct involving employees, vendors or other individuals will be coordinated by the Title IX Coordinator(s) in Human Resources.

Contact information for the Student CARE Team and Human Resources are found below:

- The Title IX Team, titleix@clackamas.edu
- Student CARE Team, CARE@clackamas.edu, 503-594-3404
- Human Resources, hr@clackamas.edu, 503-594-3300
- Chief Human Resources Officer, Room B 204, 503-594-3458
- Director of Human Resources, Room B 204, 503-594-3087
- Title IX Coordinator for Students, Room CC 153, 503-594-3030

Designated Responsible Employees are obligated to report rumors, information, or allegations of sex-based discrimination to a Title IX Coordinator as soon as possible upon becoming aware of an incident. All administrative employees are considered designated responsible employees.

Reports, information or rumors of sex-based discrimination and/or misconduct involving the Title IX Coordinator(s) must be reported to the President.

Reports, information or rumors of sex-based discrimination and/or misconduct involving the President must be submitted to the chair of the Board of Education.

Inquiries and Investigations of Sex-Based Discrimination and/or Misconduct

The Title IX coordinator receiving the report of sex-based discrimination and/or misconduct will promptly initiate an inquiry and/or investigation. The inquiry and/or investigation will be conducted in accordance with state and federal laws.

Allegations of sex-based discrimination in violation of Title IX will follow the processes and procedures outlined in Administrative Regulation AC-AR (1), Title IX, for inquiry and investigation.

A written response regarding the findings from the inquiry and/or investigation will be provided to the complainant and respondent.

For purposes of this process, the complainant is the individual(s) filing the report of a policy violation. The respondent is the individual(s) alleged to have violated the policy.

Appealing the Results of an Inquiry or Investigation

If a complainant and/or respondent is not satisfied with the findings of the inquiry and/or investigation conducted, they may submit a written appeal to the Dean of Academic Foundations and Connections or the Chief Human Resources Officer.

Appeals should be submitted within ten (10) calendar days of receipt of the findings. Meetings will be arranged with the affected parties as deemed necessary to discuss the appeal. A written response to the appeal will be provided to the individual filing the appeal.

If a complainant and/or respondent is not satisfied with the results of the initial appeal, they may submit an additional appeal to the President or the President's designee.

Appeals to the President should be submitted within ten (10) calendar days of receipt of the response to the initial appeal.

Meetings will be arranged with the affected parties as deemed necessary to discuss the appeal. A written response will be provided to the individual filing the appeal.

Timelines may be extended based upon mutual consent of both parties.

Documentation of Inquiries or Investigations

Documentation of inquiries or investigations of sex-based discrimination and/or misconduct may become part of the student's education record or an employee's personnel file. Additionally, documentation of inquiries, investigations or findings of sex-based discrimination or misconduct will be maintained as a confidential file in the student conduct office and/or human resources office in accordance with state and/or federal law.

Additional Reporting Resources

Sex-based discrimination and/or misconduct may be reported, at any time, to the following state and/or federal agencies:

- U.S. Department of Labor
- Equal Employment Opportunity Commission
- Oregon Bureau of Labor and Industries
- U.S. Department of Education
- Office for Civil Rights
- Higher Education Coordinating Commission