


PROCEDURE

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| Subject | Conflict Resolution – Applicants for Employment | Number: 1.14.01 |
| Source | Human Resources | Reference (Rule #) 6HX14 1.14.01 |
| President’s Approval/Date: 7-1-09 |  | |

PURPOSE: State College of Florida, Manatee – Sarasota strives to maintain a professional work and academic environment where all applicants for employment are treated with respect and dignity. The College will not discriminate on the basis of race, color, national origin, religion, gender, age, disability, ethnicity, sexual orientation, marital or veteran status in its employment practices. To that end, the purpose of the procedure is to:

1. Provide applicants for employment a complaint mechanism for his/her perceived discrimination.
2. Provide applicants for employment with:
 - (a) Assurance that confidentiality will be maintained to the extent possible within legal requirements.
 - (b) Assurance that prompt and appropriate corrective action will be taken when it is determined that unfair treatment has occurred.
 - (c) Resolution at the lowest level possible.

PROCEDURE:

This procedure is to be used for allegations that a condition affecting applications for employment is unjust, inequitable, or creates a problem. It is not to be used for complaints of harassment, which is addressed in accordance with the Prohibited Harassment Procedure 2.445.01, Section IV.

1. In the event that an individual feels that he or she received discriminatory treatment, the individual shall contact the Equity Officer of the college or the Director of Human Resources within sixty (60) days after the alleged discrimination act or intent.
2. Informal complaints may be oral or written and directed to the Equity Officer. State College of Florida, Manatee – Sarasota has adopted this informal process by which the grievance or complaint may be resolved by mutual agreement between the complainant and the respondent.
3. Formal complaints must be documented by hard copy in writing and received by the Equity Officer no later than 60 days after the alleged discrimination act or intent. The Equity Officer will conduct a prompt and thorough investigation. Accounts from witnesses and other parties, as well as other relevant information may be investigated. The respondent's position shall also be reviewed and stated. To the degree permitted by law, all reports and witness statements will remain confidential and are to be kept in a secure environment.
4. The Equity Officer shall discuss the complaint with all parties and review all reports and statements received during the investigation. A final report of findings will be made by the Equity

Officer and given to the complainant within twenty (20) working days of the formal complaint. The term “working days” excludes Saturdays, Sundays, and Board of Trustees approved holidays.

5. If due process requires further investigation, a written notice will be sent to the complainant. Every effort will be made to resolve the problem in a timely and just manner.
6. If a mutually satisfactory resolution is not reached, the complaint may be forwarded, by the complainant, in writing to the Director of Human Resources, within ten (10) working days after the complainant receives the Equity Officer’s decision. The Director of Human Resources will collect and study the facts about the case and render a written decision within ten (10) working days of receipt of the complaint.
7. If the decision of the Director of Human Resources is not satisfactory for the complainant, it may be appealed to the Vice President of Business and Administrative Services. The complainant must file a written appeal to the Vice President of Business and Administrative Services within ten (10) working days after the decision of the Director of Human Resources.
8. The Vice President of Business and Administrative Services may adjudicate the complaint based on the records or may interview witnesses or examine other documents as deemed necessary. The written decision of the Vice President of Business and Administrative Services shall be rendered within ten (10) working days of the receipt of the complaint. A copy of the decision will be submitted to the Director of Human Resources. The decision of the Vice President of Business and Administrative Services shall be final.