

Personnel

Board of Trustees Policy

SUBJECT: Equal Employment Opportunity Complaint Procedures	NUMBER: 2.13
	DATE: November, 2013 Resolution #93-134
	SUPERSEDES:

This procedure document directly relates to the Equal Employment Opportunity Complaint Procedures, of the SUNY Schenectady Board of Trustees, as hereto attached.

**SCENECTADY COUNTY COMMUNITY COLLEGE
EQUAL EMPLOYMENT OPPORTUNITY COMPLAINT PROCEDURES**

BACKGROUND INFORMATION

Title VII of the Civil Rights Act of 1964 prohibits discrimination in employment.

PROCEDURES FOR RESOLVING COMPLAINTS OF EMPLOYMENT DISCRIMINATION

1. Any applicant or employee at SUNY Schenectady who wishes to file a complaint regarding alleged discrimination concerning employment or the hiring process shall make a complaint in writing. Forms are available in the College's Affirmative Action Office located in Room 121 on the Mezzanine of Elston Hall. The complaint form should be completed and submitted to the Affirmative Action Officer (AAO)*. The complainant should keep a copy of the complaint for his/her file. Every effort will be made to resolve the complaint on an informal basis.
2. The Affirmative Action Officer will be responsible for investigating reported complaints of employment discrimination. If the complaint is found to have merit by the Affirmative Action Officer and it is not resolved informally, the complaint will be presented by the AAO to the appropriate Dean.
3. The Dean, in consultation with the AAO, the supervisor, and the complainant, will work towards a satisfactory resolution of the complaint using the guidelines of equal opportunity employment set forth in the College's Affirmative Action Plan within twenty (20) working days after receipt of the written complaint.
4. If the complaint is resolved, the AAO will so note on the complaint form and the issue will be reported to the President as closed.
5. If the complaint is not resolved, the AAO will present the complaint in writing with a recommendation to the President and a copy of the transmittal will be given to the Dean, complainant and his/her representative. Within forty (40) working days after receipt of the AAO's report, the President of the College will communicate his/her decision regarding the disposition of the matter to the AAO and all parties involved.
6. In the event the complainant objects to the President's disposition of the matter, a complaint may be filed with the appropriate federal and/or state agency.
7. All information uncovered during an investigation will be kept confidential. Only those individuals with a need to know will be made aware of the complaint.

*The College's Affirmative Action Officer also serves as the Equal Opportunity Complaint Officer.

11/93

G:\wpfiles\BOT\Policies

Approved by the Board of Trustees per Resolution #93-134