

**510 Nondiscrimination Policy and Complaint Procedure****510.1 Statement of Policy**

Redlands Community College does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, or status as a veteran, in any of its educational programs, activities, policies, practices, or procedures, including, but is not limited to, admissions, employment, eligibility for financial aid, and educational services, in accordance with Title VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975, the Civil Rights Act of 1991, and other federal laws and regulations.

**510.2 Compliance**

All employees of the College are responsible for compliance with this nondiscrimination policy. The Compliance Officer is the individual that is officially designated to coordinate compliance. The Compliance Officer is the College Personnel Coordinator who may be contacted at:

Personnel Coordinator  
Redlands Community College  
1300 South Country Club Road  
El Reno, OK 73036-5304  
(405) 422-1267

**510.3 Complaint Procedure**

An employee, student, or any other person who feels that he or she has been the subject of a prohibited discriminatory action by College personnel may file a complaint by following Procedure 510 published in the Procedures section of the Policies and Procedures Manual.

Adopted December 1997  
Revised February 2001  
Revised February 2002  
Revised June 2008

**510 Nondiscrimination Policy and Complaint Procedure****510.1:1 Statement of Nondiscrimination**

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The College's Compliance Officer is the individual officially designated to coordinate compliance and may be contacted at:

Human Resources Coordinator  
Redlands Community College  
1300 South Country Club Road  
El Reno, OK 73036-5304  
(405) 422-1267

**510.2:1 Designation of Responsible Employee(s)**

All employees of the College are responsible for compliance with the nondiscrimination policy. The College's Compliance Officer will coordinate the compliance with Titles VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975, the Civil Rights Act of 1991, and other laws and regulations on prohibited discrimination.

**510.3:1 Complaints**

Complaints of discrimination should be filed with the College's Compliance Officer. If the Compliance Officer is the subject of the complaint, the complaint should be addressed to the Compliance Officer's supervisor, the Vice President for Finance and Campus Services, who may be contacted at:

Vice President for Finance and Campus Services  
Redlands Community College  
1300 South Country Club Road

El Reno, OK 73036-5304  
(405) 422-1265

A complaint should be filed in writing, contain the name and address of the person filing it, and briefly describe the alleged discriminatory action. A complaint should be filed within twenty (20) business days after the alleged incident unless extenuating circumstances exist.

510.3:2 Investigation

A filed complaint will be investigated as may be appropriate by the College's Compliance Officer. If the Compliance Officer is the subject of the complaint, his or her supervisor, the Vice President for Finance and Campus Services will conduct the investigation. Generally, the investigation will include interviewing and obtaining written statements from the complainant, the accused, and any witnesses or other persons with information relevant to the complaint. The investigation will be adequate, reliable, and impartial and will afford all interested persons and their representatives, if any, an opportunity to present witnesses and other evidence relevant to the complaint. The investigation will be completed within ten (10) business days of receipt of the complaint unless extenuating circumstances exist.

510.3:3 Determination

The person investigating the complaint will issue a written determination as to the validity of the complaint and the resolution. A copy of the determination and resolution will be provided to the complainant within ten (10) business days after completion of the investigation.

If a complaint against a student is determined to be valid, the resolution will be according to the Student Discipline Procedures that are applicable to violations of the Student Conduct Code. If a complaint against a College employee is determined to be valid, the resolution will be according to the College personnel policies and procedures. An employee who feels that the resolution is unfair may pursue the matter under the Employee Grievances Policy. If a complaint against a College visitor is determined to be valid, the recommended resolution will be submitted to the College President for implementation.

If a complaint of discrimination is determined to be valid, the College will take the steps necessary to prevent recurrence of any discrimination and to correct its discriminatory effects on the complainant and others, if appropriate.

510.3:4 Appeal

A determination and resolution originally issued by the Compliance Officer may be appealed to the Vice President for Finance and Campus Services. A determination

and resolution originally issued by the Vice President for Finance and Campus Services may be appealed to the College President, who may be contacted at:

President's Office  
Redlands Community College  
1300 South Country Club Road  
El Reno, OK 73036-5304  
(405) 422-1258

To appeal, a Notice of Appeal should be filed in writing within ten (10) business days after the complainant's receipt of the original determination and resolution. The complaint, the determination and resolution, and any other relevant documentation should be submitted with the Notice of Appeal. On receiving the Notice of Appeal, the Vice President or President will review the documentation, conduct any additional investigation necessary, and issue a written decision within ten (10) business days after receiving the Notice of Appeal or after completion of any investigation. The decision on the appeal may affirm, reverse or modify the original determination and resolution.

510.3:5 Other Remedies

The right of a person to prompt and equitable resolution of complaints filed under this procedure will not be impaired by the person's pursuit of other available remedies such as filing complaints with responsible outside agencies or departments. Filing a complaint under this procedure is not a prerequisite to the pursuit of such other remedies.

510.3:6 Anti-Retaliation

The College will not tolerate retaliation against an individual who files a complaint of discrimination, whether such complaint is filed internally or through an external agency.

Adopted December 1997  
Revised February 2002  
Revised July 2008