



Policy Series #: 1000
Policy Manager: Celeste Ruble
General Harassment

Purpose: Riverland Community College believes that all employees should have a work environment that is free of harassment.

Applicability:

Subdivision 1. Policy:

Intentional behavior(s) whether physical or verbal by one employee toward another which has the purpose of interfering with the employee's work performance or creates an intimidating, hostile, or offensive environment constitutes a violation of Riverland Community College's General Harassment Policy. Complaints of behavior(s) covered by non-discrimination policies must be filed with the Affirmative Action Office's designee.

Subdivision 2. Procedure for Resolving Complaints of General Harassment:

A. Complaints shall be filed according to the chain of supervisory/administrative responsibility at the first appropriate level, except in cases where the supervisor/administrator is the alleged harasser. Unit supervisors, division supervisors, and deans will attempt to resolve allegations of general harassment within ten working days and take appropriate action. Employees may have bargaining unit representation at his/her request. Supervisors, deans, vice presidents, and presidents may contact the college Human Resources Office as a resource.

B. Should an employee be dissatisfied with the resolution or decision of the unit supervisor, division supervisor, or dean, he/she may appeal that determination within five working days to the unit/department vice president for a final determination. The responsible unit/department vice president is the unit/department vice president where the complaining party is employed. The vice president shall have ten working days in which to review the complaint, meet with parties as he/she deems appropriate, and issue a final decision.

- (i) The division vice president shall resolve allegations of general harassment made by unit or division supervisors against other employees in the division.
- (ii) The college president shall resolve allegations of general harassment made by employees against deans or vice presidents.
- (iii) Allegations of general harassment against the College President shall be filed with the Chancellor's Office. The Chancellor shall appoint a representative to investigate the complaint who will prepare a report of his/her investigation for consideration by the Chancellor and a decision on the merits. The Chancellor's Office shall have thirty (30) days from the date of filing in order to reach a decision.

Subdivision 3. Timelines:

Timelines for resolving and/or reaching a decision may be extended by the investigating supervisor/administrator for reasonable periods of time to allow for the presence of parties on campus or as otherwise deemed appropriate. The complaint file should contain the specific reasons for delays in investigating or processing the complaint.

Subdivision 4. Final Decisions:

Decisions by the Vice President and/or President are to be deemed the final determination of the college.

Subdivision 5. Sanctions:

Employees found in violation of this policy will be subject to disciplinary sanctions, including separation from the college when appropriate.

Definitions *(if needed)*:

Does this policy have a procedure? Yes. See Subdivision 2 within Riverland's General Harassment Policy.

List related policies, procedures or plans here:

VI.06.07 General Harassment

<http://www.mnscu.edu/board/policy/carryforward/ccvi0607.html>

7.17 General Harassment for AFSCME - Council 6 Employees

<http://www.mnscu.edu/board/policy/carryforward/su717.html>

Date of Initial Review by President's Cabinet: 12-06-2012

AASC Review (if applicable): n/a

FSGC Review (if applicable): 1-28-2013

Date of Final Approval / Policy Adoption: 2/14/2013

Date & Subject of Revisions: