



AP 3435

**DISCRIMINATION AND HARASSMENT COMPLAINTS
AND INVESTIGATIONS**

References:

- Education Code Section 212.5, 231.5, 66281.5; and 67386;
- Government Code Section 12950.1;
- Title 5 Sections 59320, 59324, 59326, 59328, and 59300 et seq.;
- Title 2 Sections 11023, and 11024;
- 20 U.S.C. Section 1681 et seq.;
- 34 Code of Federal Regulations Section 106.8(b)

Complaints

Individuals who believe they have suffered harassment, discrimination, or retaliation may file a formal or informal complaint of harassment, discrimination, or retaliation.

A formal complaint is a written and signed statement filed with the District or the State Chancellor's Office that alleges harassment, discrimination, or retaliation in violation of the District's Board Policies, Administrative Procedures, or in violation of state or federal law.

An informal complaint is any of the following: (1) An unwritten allegation of harassment, discrimination, or retaliation; (2) a written allegation of harassment, discrimination, or retaliation that falls outside the timelines for a formal complaint; or (3) a written complaint alleging harassment, discrimination, or retaliation filed by individuals who expressly indicate that they do not want to file a formal complaint.

Who May File a Complaint

Students, employees, or third parties who believe they have been discriminated against or harassed by a student, employee, or third party in violation of this procedure and the related policy may file a complaint.

Where to File a Complaint

Students, employees, or third parties who believe they have been discriminated against or harassed in violation of these policies and procedures may make a complaint orally or in writing.



If a complainant decides to file a formal written unlawful discrimination or harassment complaint against the District, the complainant must file the complaint on a form prescribed by the State Chancellor's Office. These approved forms are available from the State Chancellor's website.

Filing a Timely Complaint: Because failure to report harassment and discrimination impedes the District's ability to stop the behavior, the District strongly encourages anyone who believes they are being harassed or discriminated against to file a complaint. The District also strongly encourages the filing of such complaints within 30 days of the alleged incident. While all complaints are taken seriously and will be investigated promptly, delay in filing impedes the District's ability to investigate and remediate.

All supervisors and managers have a mandatory duty to report incidents of harassment and discrimination, the existence of a hostile, offensive, or intimidating work environment, and acts of retaliation.

Oversight of Complaint Procedure: The Chief Human Resources Officer is the "responsible District officer" charged with receiving complaints of discrimination or harassment and coordinating their investigation.

The actual investigation of complaints may be assigned by the Chief Human Resources Officer to other staff or to outside persons or organizations under contract with the District. This shall occur whenever the Chief Human Resources Officer is named in the complaint or implicated by the allegations in the complaint.

Informal Complaints

Any person may submit an informal complaint to the Chief Human Resources Officer or any other District administrator. Administrators receiving an informal complaint shall immediately notify the Chief Human Resources Officer in writing of all pertinent information and facts alleged in the informal complaint.

Upon receipt of an informal complaint, the Chief Human Resources Officer will notify the person bringing the informal complaint of the person's right to file a formal complaint if the incident falls within the timeline for a formal complaint and explain the procedure for doing so. The complainant may later decide to file a formal complaint if within the



timelines to do so. If the individual chooses not to file a formal complaint, or if the alleged conduct falls outside the timeline to file a formal complaint, the Chief Human Resources Officer shall consider the allegations contained in the informal complaint and determine the appropriate course of action. This may include efforts to informally resolve the matter, or a fact-finding investigation.

Investigation of an informal complaint will be appropriate if the Chief Human Resources Officer determines that the allegation(s), if proven true, would constitute a violation of the District policy prohibiting harassment, discrimination, or retaliation. The Chief Human Resources Officer will explain to any individual bringing an informal complaint that the Chief Human Resources Officer may decide to initiate an investigation, even if the individual does not wish the Chief Human Resources Officer to do so. The Chief Human Resources Officer shall not disregard any allegations of harassment, discrimination, or retaliation solely on the basis that the alleged conduct falls outside the deadline to file a formal complaint.

Where complainants opt for informal resolution, the Chief Human Resources Officer will determine whether further investigation is necessary to ensure resolution of the matter and utilize the investigation process outlined below as appropriate.

Formal Complaints

Formal complaints must be filed with the State Chancellor or the Chief Human Resources Officer unless the party submitting the formal complaint alleges discrimination, harassment, or retaliation against the Chief Human Resources Officer, in which case it should be submitted directly to the Superintendent/President or the State Chancellor.

Formal complaints should be submitted on a form prescribed by the State Chancellor. This form is available on the State Chancellor's website.

If any party submits a written allegation of harassment, discrimination, or retaliation not on the form described above, the District will seek to have the individual complete and submit the form. However, if the individual chooses not to do so, the District will attach the written allegation(s) to the form and treat it as a formal complaint. In no instance will the District reject a written allegation of harassment, discrimination, or retaliation on the basis that it was not submitted on the proper form.



A formal complaint must meet each of the following criteria:

- It must allege facts with enough specificity to show that the allegations, if true, would constitute a violation of District policies or procedures prohibiting discrimination, harassment, or retaliation;
- The complainant must sign and date the formal complaint;
- The complainant must file any formal complaint not involving employment within one year of the date of the alleged discriminatory, harassing, or retaliatory conduct or within one year of the date on which the complainant knew or should have known of the facts underlying the allegation(s) of discrimination, harassment, or retaliation.
- The complainant must file any formal complaint alleging discrimination, harassment, or retaliation in employment within 180 days of the date of the alleged discriminatory, harassing, or retaliatory conduct, except that this period shall be extended by no more than 90 days following the expiration of the 180 days if the complainant first obtained knowledge of the facts of the alleged violation after the expiration of the 180 days.

If the formal complaint does not meet the requirements set forth above, the Chief Human Resources Officer will promptly return it to the complainant and specify the defect. If the sole defect is that the formal complaint was filed outside the applicable prescribed timeline, the Chief Human Resources Officer will handle the matter as an informal complaint.

In the case of a formal complaint, the investigation will include interviews with the complainant, the accused, and any other persons who may have relevant knowledge concerning the complaint. This may include victims of similar conduct.

Employment-Related Complaints

Complainants filing employment-related complaints shall be notified that they may file employment discrimination complaints with the U.S. Equal Employment Opportunity Commission (EEOC) or the Department of Fair Employment and Housing (DFEH).

Complaints filed with the EEOC or DFEH shall be forwarded to the State Chancellor's Office.



Any District employee who unofficially receives a harassment or discrimination complaint shall notify the Chief Human Resources Officer or another District administrator immediately.

Communicating that the Conduct is Unwelcome: The District encourages students and staff to let the offending person know immediately and firmly that the conduct or behavior is unwelcome, offensive, in poor taste, or inappropriate.

Intake and Processing of the Complaint: Upon receiving notification of a harassment or discrimination complaint, the Chief Human Resources Officer shall:

- Undertake efforts to informally resolve the charges, including but not limited to mediation, rearrangement of work/academic schedules; obtaining apologies; providing informal counseling, training, etc.
- Advise the complainant that the complainant needs not participate in an informal resolution of the complaint, as described above, and has the right to end the informal resolution process at any time. Mediation is not appropriate for resolving incidents involving sexual violence.
- Advise a student complainant that the student complainant may file a complaint with the Office of Civil Rights of the U.S. Department of Education and employee complainants may file a complaint with the Department of Fair Employment and Housing. All complainants should be advised that they have a right to file a complaint with local law enforcement if the act complained of is also a criminal act. The District must investigate even if the complainant files a complaint with local law enforcement. Prior to the initiation of any District investigation, however, contact should be made with the investigating agency to ensure the District does not jeopardize their investigation. In addition, the District should ensure that complainants are aware of any available resources, such as counseling, health, and mental health services. The Chief Human Resources Officer shall also notify the State Chancellor's Office of the complaint.
- Take interim steps to protect a complainant from coming into contact with an accused individual, especially if the complainant is a victim of sexual violence. The Chief Human Resources Officer should notify the complainant of the complainant's options to avoid contact with the accused individual and allow students to change academic situations as appropriate. For instance, the District may prohibit the accused individual from having any contact with the complainant



pending the results of the investigation. When taking steps to separate the complainant and accused individual, the District shall minimize the burden on the complainant. For example, it is not appropriate to remove complainants from classes or housing while allowing accused individuals to remain. Every effort should be made to treat both the Complainant and the Respondent with procedural consistency pending the outcome of the investigation.

Investigation

The Chief Human Resources Officer shall:

- Authorize the investigation of the complaint, and supervise or conduct a thorough, prompt, and impartial investigation of the complaint, as set forth below.
- Review the factual information gathered through the investigation to determine whether the alleged conduct constitutes harassment, or other unlawful discriminatory conduct, giving consideration to all factual information and the totality of the circumstances, including the nature of the verbal, physical, visual, or sexual conduct, and the context in which the alleged incidents occurred.

Investigation of the Complaint: The District shall promptly investigate every complaint of harassment or discrimination. No claim of workplace or academic harassment or discrimination shall remain unexamined. This includes complaints involving activities that occur off campus and in connection with all the academic, educational, extracurricular, athletic, and other programs of the District, whether those programs take place in the District's facilities, on a District bus, or at a class or training program sponsored by the District at another location. The District will investigate complaints involving acts that occur off campus if they are related to an academic or work activity.

Confidentiality of the Process

Investigations are best conducted within a confidential climate. Therefore, the District does not reveal information about ongoing investigations except as necessary to fulfill its legal obligations.

The District shall take reasonable steps to ensure the confidentiality of the investigation and to protect the privacy of all parties to the extent possible without impeding the District's ability to investigate and respond effectively to the complaint.



The District will keep the investigation confidential to the extent possible to protect the rights of accused students and employees during the investigation process and any ensuing discipline, but cannot guarantee absolute confidentiality because release of some information on a “need-to-know basis” is essential to a thorough investigation.

When determining whether to maintain confidentiality, the District may weigh the request for confidentiality against the following factors: the seriousness of the alleged harassment; the complainant’s age; whether there have been other harassment complaints about the same individual; and the accused individual’s rights to receive information about the allegations if the information is maintained by the District as an “education record” under the Family Educational Rights and Privacy Act (FERPA), 20 U.S. Code Section 1232g; 34 Code Federal Regulations Part 99.15. The District will also provide information pursuant to all judicial warrants, court orders, or subpoenas, as well as lawfully releasable information pursuant to requests for public records. The District will inform the complainant if it cannot maintain confidentiality.

Investigation Steps: The District will fairly and objectively investigate harassment and discrimination complaints. Employees designated to serve as investigators under this policy shall have adequate training on what constitutes sexual harassment, including sexual violence, and an understanding of how the District’s grievance procedures operate. The investigator shall not have any real or perceived conflicts of interest and must be able to investigate the allegations impartially.

Investigators will use the following steps: interviewing the complainant(s); interviewing the accused individual(s); identifying and interviewing witnesses and evidence identified by each party; identifying and interviewing or re-interviewing any other witnesses, if needed; reminding all individuals interviewed of the District’s no-retaliation policy; considering whether any involved person should be removed from the campus pending completion of the investigation; reviewing personnel/academic/security files of all involved parties; reaching a conclusion as to the allegations and any appropriate disciplinary and remedial action; and seeing that all recommended action is carried out in a timely fashion. When the District evaluates the complaint, it shall do so using a preponderance of the evidence standard. Thus, after considering all the evidence it has gathered, the District will decide whether it is more likely than not that discrimination or harassment has occurred.



Timeline for Completion: The District will undertake its investigation as promptly and swiftly as possible. To that end, the investigator shall complete the above steps and prepare a written report within 90 days of the District receiving the complaint.

Cooperation Encouraged: All employees are expected to cooperate with a District investigation into allegations of harassment or discrimination. Lack of cooperation impedes the ability of the District to investigate thoroughly and respond effectively. However, lack of cooperation by a complainant or witnesses does not relieve the District of its obligation to investigate. The District will conduct an investigation if it is discovered that harassment is, or may be occurring, with or without the cooperation of the alleged victim(s) and regardless of whether a complaint is filed.

Written Report

The results of the investigation of a complaint shall be set forth in a written report that will include at least all of the following information:

- A description of the circumstances giving rise to the formal complaint;
- A summary of the testimony provided by each witness interviewed by the investigator;
- An analysis of relevant evidence collected during the course of the investigation;
- A specific finding as to whether there is probable cause to believe that discrimination, harassment, or retaliation occurred with respect to each allegation in the complaint; and
- Any other information deemed appropriate by the District.

Administrative Determination

- In any case not involving employment discrimination, within 90 days of receiving a complaint, the district shall complete its investigation and forward a copy of the investigative report to the State Chancellor, a copy or summary of the report to the complainant, and written notice setting forth all of the following to both the complainant and the Chancellor:
 - The Chief Human Resources Officer, utilizing a preponderance of evidence standard, will make the determination as to whether discrimination occurred with respect to each allegation in the complaint;
 - A description of actions taken, if any, to prevent similar problems from occurring in the future;



- The proposed resolution of the complaint; and
 - The complainant's right to appeal to the Board of Trustees and the Chancellor.
- In any case involving employment discrimination, within 90 days of receiving a complaint, the district shall complete its investigation and forward a copy or summary of the report to the complainant, and written notice setting forth all the following to the complainant:
 - The Chief Human Resources Officer, utilizing a preponderance of evidence standard, will make the determination as to whether discrimination occurred with respect to each allegation in the complaint;
 - A description of actions taken, if any, to prevent similar problems from occurring in the future;
 - The proposed resolution of the complaint; and
 - The complainant's right to appeal to the Board of Trustees and to file a complaint with the Department of Fair Employment and Housing or the Equal Employment Opportunity Commission.

Discipline and Corrective Action

If harassment, discrimination, or retaliation occurred in violation of the policy or procedure, the District shall take disciplinary action against the accused and any other remedial action it determines to be appropriate. The action will be prompt, effective, and commensurate with the severity of the offense. Remedies for the complainant might include, but are not limited to:

- providing an escort to ensure that the complainant can move safely between classes and activities;
- ensuring that the complainant and alleged perpetrator do not attend the same classes or work in the same work area;
- providing counseling services or a referral to counseling and/or other services;
- providing medical services or a referral to medical services;
- providing academic support services, such as tutoring;
- arranging for a student-complainant to retake a course or withdraw from a class without penalty, including ensuring that any changes do not adversely affect the complainant's academic record; and



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- reviewing any disciplinary actions taken against the complainant to see if there is a causal connection between the harassment and the misconduct that may have resulted in the complainant being disciplined.

If the District imposes discipline in a non-Title IX case,, the nature of the discipline will not be communicated to the complainant. However, the District may disclose information about the sanction imposed on an individual who was found to have engaged in harassment when the sanction directly relates to the complainant; for example, the District may inform the complainant that the harasser must stay away from the complainant. In all Title IX matters the complainant and the respondent will be informed of the findings and outcome, including any discipline imposed.

Disciplinary actions against faculty, staff, and students will conform to all relevant statutes, regulations, personnel policies and procedures, including the provisions of any applicable collective bargaining agreement.

The District shall also take reasonable steps to protect the complainant from further harassment or discrimination, and to protect the complainant and witnesses from retaliation as a result of communicating the complaint or assisting in the investigation. The District will ensure that complainants and witnesses know how to report any subsequent problems, and should follow up with complainants to determine whether any retaliation or new incidents of harassment have occurred.

If the District cannot take disciplinary action against the accused individual because the complainant refuses to participate in the investigation, it should pursue other steps to limit the effects of the perceived harassment and prevent its recurrence.

Appeals

If the District imposes discipline against a student or employee as a result of the findings in its investigation, the student or employee may appeal the decision using the procedure for appealing a disciplinary decision.

If the complainant is not satisfied with the results of the administrative determination, the complainant may, within fifteen days, submit a written appeal to the Board of Trustees. The Board shall review the original complaint, the investigative report, the administrative decision, and the appeal. The Board shall issue a final District decision in the matter



within 45 days after receiving the appeal. A copy of the decision rendered by the Board shall be forwarded to the complainant and to the State Chancellor's Office. The complainant shall also be notified of the complainant's right to appeal this decision.

If the Board does not act within 45 days, the administrative determination shall be deemed approved and shall become the final decision of the District in the matter.

In any case not involving workplace discrimination, harassment, or retaliation, the complainant shall have the right to file a written appeal with the State Chancellor's Office within thirty days after the Board issued the final District decision or permitted the administrative decision to become final. Such appeals shall be processed pursuant to the provisions of Title 5 Section 59350.

In any case involving employment discrimination, including workplace harassment, the complainant may, at any time before or after the issuance of the final decision of the District, file a complaint with the Department of Fair Employment and Housing.

Extension of Time

Within 150 days of receiving a formal complaint, the District shall forward to the State Chancellor's Office the original complaint, the investigative report, a copy of the written notice to the complainant setting forth the results of the investigation, a copy of the final administrative decision rendered by the Board or indicating the date upon which the decision became final, and a copy of the notification to the complainant of the complainant's appeal rights. If, due to circumstances beyond its control, the District is unable to comply with the 150-day deadline for submission of materials, it may file a written request for an extension of time no later than ten days prior to the expiration of the deadline.

File Retention

The District will retain on file for a period of at least three years after closing the case copies of:

- the original complaint;
- the investigatory report;
- the summary of the report if one is prepared;
- The notice provided to the complainant of the District's administrative determination and the complainant's right to appeal;



- any appeal; and
- the District's final decision.

The District will make such documents available to the State Chancellor upon request.

Where the complaint allegation consists of sexual misconduct, as defined by Title IX, the following applies:

Annual Audit of Complaints

An annual audit of all complaints of discriminatory or harassment investigations and actions taken and the District's compliance with the rules and policies governing the investigation of those complaints shall be conducted pursuant to this administrative procedure.

Sexual Misconduct

Sexual misconduct includes sexual harassment and sexual violence as defined below and as defined in paragraphs 23(a), 23(b), and 26 of AP 5500 Standards of Student Conduct.

- Sexual harassment may include unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or education setting.
- Sexual violence refers to physical sexual acts perpetrated against a person's will or when a person is incapable of giving consent due to the victim's use of drugs or alcohol or due to an intellectual or other disability. Sexual violence includes rape, sexual assault, sexual battery, and sexual coercion.
- Affirmative consent means an affirmative, conscious, and voluntary agreement to engage in sexual activity.
- Sexual misconduct creates a hostile environment if the conduct is sufficiently severe, persistent, or pervasive and limits the ability of a member of the college community (student, faculty, or staff) to participate in or benefit from an education program or activity. A single or isolated incident may create a hostile environment if the incident is sufficiently severe.

Complaint Procedure

Where the complaint involves a minor, the District will comply with California mandated reporting requirements.



All responsible employees are required to report all actual or suspected sexual misconduct to the Title IX Coordinator immediately. A responsible employee is any employee who has the authority to take action to redress sexual misconduct, who has been given the duty of reporting incidents of sexual misconduct to the Title IX Coordinator, or whom a student or employee could reasonably believe has this authority or duty. The District is on notice if a responsible employee knew, or in the exercise of reasonable care should have known, about the sexual misconduct.

Any person may make a complaint by contacting the Title IX Coordinator or the Deputy Title IX Coordinator. The Title IX Coordinator will receive all relevant details about the alleged sexual misconduct reported to the responsible District employee in order to determine what occurred and how to resolve the situation. This includes the names of the alleged victim and alleged perpetrator (if known), and the date, time, and location of the alleged sexual misconduct.

Privileged or Confidential Reporting

District employees should, whenever possible, before students or employees reveal information that they may wish to keep confidential, ensure that the person making the report understands the obligation of the employee to report to the Title IX Coordinator, the option of the complainant to request confidentiality, which the District will take into consideration, and the ability of the complainant to share the information confidentially with designated District employees.

Professional, licensed, mental health counselors and pastoral counselors who provide mental health counseling to members of the District community, or interns, graduate students, and others supervised by professional licensed counselors, are not required to report any information to the Title IX Coordinator.

Non-professional counselors who work or volunteer in the Student Health Services Department, including front desk personnel and student employees in the course of their duties, may maintain confidentiality. They are not required to report actual or suspected sexual misconduct to the Title IX Coordinator in a way that identifies the student without the consent of the complainant. These individuals are limited to those affiliated with Student Health Services, located on the first floor of the Student Services Building.



Authority over Parties

The District has authority over students, employees, and third parties for alleged violations of this policy that occur on District property. The District has authority over District employees and students for alleged violations of this policy that occur at District activities or events. The District may exercise authority over events that occur off-campus to determine if the conduct occurred in the context of an education program or activity or had continuing effects on campus or in an off-campus education program or activity.

Standard of Proof

The District will use a “preponderance of the evidence” standard of proof in determining whether there has been a violation of this procedure. This standard of proof is also known as “more likely than not” standard.

Upon Receiving the Complaint – Health and Safety

The Title IX Coordinator, together with the Superintendent/President, will make an immediate assessment concerning the health and safety of the complainant and campus community as a whole. The District will provide the complainant with immediate, interim measures necessary to protect the complainant’s health and safety. These immediate, interim measures may include, but are not limited to:

- providing an escort to ensure that the complainant can move safely between classes,
- ensuring that the complainant and the perpetrator do not attend the same classes or work in the same area,
- providing counseling services or a referral to counseling and/or other services,
- providing academic support services such as arranging for a complainant to retake a course or withdraw from a course without penalty, or
- reassigning an employee to work in a different area.

Where the District determines that there is a substantial threat to the campus community, it will issue a timely warning. The District will issue the warning according to District Administrative Procedures. The District will not disclose the name of the complainant or other identifying information when issuing the warning.



Communicating that the Conduct is Unwelcome

The employee or student may, but is not required to, let the offending person know immediately and firmly that the conduct or behavior is unwelcome, offensive, in poor taste, or inappropriate.

Intake and Processing of the Complaint

The Title IX Coordinator may use mediation or any similar process to informally resolve a sexual misconduct complaint in some cases.

Confidentiality

Where the complainant requests confidentiality or requests that the District not conduct an investigation, the District will take all reasonable steps to investigate while honoring the request. Where the complainant insists that the District not disclose the complainant's name or other identifiable information to the alleged perpetrator, the District will inform the complainant that its ability to respond will be limited. The District will evaluate this request in the context of its responsibility to provide a safe and nondiscriminatory environment for all employees and students. When weighing a request for confidentiality against the seriousness of the alleged harassment, the Title IX Coordinator will take the factors listed above into consideration.

Fact-Finding Investigation

Where the complainant has filed a criminal complaint with local law enforcement, the District will consider what information the District is able to share, pursuant to state and federal law, to ensure that complainants are not unnecessarily required to give multiple statements about a traumatic event. The District will continue to conduct its own investigation. The District will complete its sexual misconduct investigation within a reasonable time as dictated by the complexity of the case and the number of witnesses to be interviewed. The District will make a good faith effort to conduct a thorough, fair, impartial investigation in a timely manner designed to provide all parties with resolution. The Title IX Coordinator or designee will inform the complainant and the respondent or their designees of the progress of the investigation every 30 days.

The complainant and respondent will have equal opportunity to present relevant witnesses and other evidence to the District investigator. The District will provide the same opportunities to the complainant and respondent. For example, if the District



permits the complainant or the respondent to have a lawyer or other advisor present, it must do so for the other party; if the District imposes restrictions on the ability of a lawyer or other advisor to speak or participate in the interview, this must also apply equally.

The results of the fact-finding investigation will be set out in a formal investigative report which will include the requirements listed above and a credibility determination of the complainant, respondent, and witnesses.

Reporting to State Chancellor's Office

The District considers all sexual misconduct complaints to be formal complaints. The Title IX Coordinator must notify the State Chancellor's Office of any sexual misconduct complaints. Upon completing the investigation, the District shall forward to the State Chancellor's Office a copy of the investigative report and administrative determination and to the complainant and respondent a copy of the investigative report and administrative determination.

Dissemination of Policy and Procedures

District Policy and Procedures related to harassment will include information that specifically addresses sexual violence. District policy and procedures will be provided to all students, faculty members, members of the administrative staff and members of the support staff, and will be posted on campus and on the District's website.

When hired, employees are required to sign that they have received the policy and procedures, and the signed acknowledgment of receipt is placed in each employee's personnel file. In addition, these policies and procedures are incorporated into the District's course catalogs and orientation materials for new students.

Training

By January 1, 2021, the District shall provide at least two hours of classroom or other effective interactive training and education regarding sexual harassment to all supervisory employees and at least one hour of classroom or other effective interactive training and education regarding sexual harassment to all non supervisory employees within six months of their assumption of a position. After January 1, 2021, the District shall provide sexual harassment training and education to each employee once every two years.



Beginning January 1, 2021, for seasonal and temporary employees, or any employee who is hired to work for less than six months, an employer shall provide training within 30 calendar days after the hire date or within 100 hours worked, whichever occurs first. The training and education required by this procedure shall include information and practical guidance regarding the federal and state statutory provisions concerning the prohibition against and the prevention and correction of sexual harassment and the remedies available to victims of sexual harassment in employment. The training and education shall also include practical examples aimed at instructing supervisors in the prevention of harassment, discrimination, and retaliation, and shall be presented by trainers or educators with knowledge and expertise in the prevention of harassment, discrimination, and retaliation.

Education and Prevention for Students

In order to take proactive measures to prevent sexual harassment and violence toward students, the District will provide preventive education programs and make victim resources, including comprehensive victim services, available. The District will inform students about available programs during the mandated new-to-college student orientation, and in training for student-athletes and coaches. These programs will include discussion of what constitutes sexual harassment and sexual violence, the District's policies and disciplinary procedures, and the consequences of violating these policies. A training program or informational services will be made available to all students at least once annually.

The preventive education programs will also include information aimed at encouraging students to report incidents of sexual violence to the appropriate District and law enforcement authorities. Since victims or third parties may be deterred from reporting incidents if alcohol, drugs, or other violations of District or student conduct rules were involved, the District will inform students that the primary concern is for student safety and that use of alcohol or drugs never makes the victim at fault for sexual violence. If other rules are violated, the District will address such violations separately from an allegation of sexual violence.

Also see BP 3400 Protected Classes, BP/AP 3410 Nondiscrimination, BP/AP 3430 Prohibition of Harassment, and BP/AP 3540 Sexual and Other Assaults on Campus.



Date Approved: January 15, 2016
Legal Reference Update #27: October 2015
Legal Reference Update #28: April 2016
Date Approved: June 5, 2018
Legal Update #34: March 2019
Legal Update #35: October 2019
Date Approved: November 4, 2019
Date Approved: June 18, 2020