

LAKE-SUMTER STATE COLLEGE
ADMINISTRATIVE PROCEDURE

TITLE: DISCRIMINATION/HARASSMENT/
SEXUAL HARASSMENT GRIEVANCE FOR EMPLOYEES,
STUDENTS

NUMBER: 2-07

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IV. Grievance Process

a. In the event that an employee, student or third party feels that she or he has been the subject of harassment or discrimination, the complainant should within sixty (60) workdays from the date of the alleged event, file a report with the Associate Vice President of Human Resources.

b. The Associate Vice President of Human Resources, will attempt to resolve the allegation informally by meeting with both parties individually. If the allegation cannot be resolved

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- VI. In the case that the Associate Vice President of Human Resources is a party in the complaint, the President shall designate a replacement for the Associate Vice President of Human Resources.
- VII. Employees,