

**LANE COMMUNITY COLLEGE
DISCRIMINATION OR HARASSMENT
COMPLAINT FORM**

This section to be completed by the person filing the complaint.

Name: _____

Address: _____ City: _____ Zip: _____

Telephone: _____ Message Telephone: _____

Department (*staff only*): _____

Person Accused: Staff Student

Name: _____

Job Title: _____

Department (*staff only*): _____

Date of incident(s): _____ Location of incident(s): _____

Attach statement of complaint on separate sheet

Person(s) with information about the complaint

Name: _____

Address: _____ City: _____ Zip: _____

Telephone: _____ Message Telephone: _____

Department (*staff only*): _____

Name: _____

Address: _____ City: _____ Zip: _____

Telephone: _____ Message Telephone: _____

Department (*staff only*): _____

Was the informal complaint resolution process followed? Yes No

Name of trained contact person involved. _____

Complainant Signature: _____ Date: _____

RETURN FORM TO: Vice President for Academic & Student Affairs (students) or Chief Human Resources Officer (staff).

This section to be completed by VP of Academic & Student Affairs or Chief Human Resources Officer.

Complaint Received	Date: _____	Initials: _____
Complaint forwarded to investigating Vice President	Date: _____	Initials: _____
Copies distributed	Date: _____	Initials: _____

This section to be completed by the investigating Vice President.

Vice President's written notification to the accused (within 5 working days after complaint)	Date: _____	Initials: _____
Written notice of findings to complainant (within 20 working days after complaint)	Date: _____	Initials: _____
Written notice of findings to accused (within 20 working days after complaint)	Date: _____	Initials: _____

Attach copy of report and recommendations to this form

This section to be completed by the President.

Request for hearing received? Yes No

President convenes College Hearings Committee (within 20 working days after receipt of written request) Date: _____ Initials: _____

This section to be completed by the Hearings Committee.

College Hearings Committee Report (within 10 working days after date of the hearing) Attach copy of report and recommendations Date: _____ Initials: _____

This section to be completed by the President.

Written notice of findings to complainant and accused by President (President's findings must be hand delivered and/or U.S. postage and be within 10 working days of receipt of College Hearings Committee confidential hearing report) Date: _____ Initials: _____

**When this complaint form is completed,
return this form and all attachments to:
the Chief Human Resources Officer
or the Diversity Officer
or the Office of Academic & Student Affairs**