

AMOROUS AND SEXUAL RELATIONSHIPS BETWEEN FACULTY OR ADMINISTRATIVE STAFF AND STUDENTS PROCEDURE

Related Board of Trustees Policy: BP: 2.32

Approval: May 2012

Revision: September 2015

Process for reporting and investigating improper amorous relationships or suspected amorous relationships:

- Any supervisor who receives an improper amorous relationship complaint, or who has knowledge of such a relationship, shall inform his/her immediate supervisor and/or unit vice president and the Executive Director of Human Resources. The Executive Director of Human Resources will investigate all improper amorous relationship complaints.
- Any College employee may report an improper amorous relationship, or alleged improper amorous relationship, to his/her immediate supervisor. If the relationship involves the immediate supervisor, or if the employee prefers, the employee may report the relationship to the next level of supervision or go directly to the Executive Director of Human Resources.
- Any student may report an improper amorous relationship (employee/student) or alleged improper amorous relationship (employee/student) to the appropriate department chair or if the student prefers, the student may report the relationship to the appropriate dean, the Executive Director of Enrollment & Retention or the Executive Director of Human Resources.

Investigation of the complaint

- The employee or student will be asked to write, sign and date a detailed narrative of the basis for the complaint and submit it to the Executive Director of Human Resources
- Each improper amorous relationship complaint shall be investigated by the Executive Director of Human Resources, and a determination of the facts shall be made within a minimum of fifteen (15) days and a maximum of thirty (30) days depending upon any extenuating circumstances.
- The Executive Director of Human Resources will investigate the complaint by interviewing the individual(s) against whom the complaint is filed and any potential witnesses.
- While an effective investigation cannot guarantee complete confidentiality, the Executive Director of Human Resources will keep all information and identities confidential to the extent possible on a need to know basis.
- Any employee involved in this investigation must treat all information gained from the complainant(s) or witness(es) during the investigation as confidential and disclose such information only on a need to know basis
- Interim measures may be necessary in order to avoid potential retaliation during the investigation, such as administrative leave with pay for the parties involved, while the investigation is ongoing.

- Following the investigation of the complaint, the Executive Director of Human Resources will present the findings to the immediate supervisor (if appropriate), and the unit vice president, who will collectively determine the validity of the complaint based on the findings, and recommend appropriate action to the President.

Corrective/Disciplinary Action

- Any employee who fails to act accordingly in response to a determination of an improper amorous relationship complaint is in violation of Board Policy 2.9-Disciplinary Action Addressing Suspension and Dismissal.
- Corrective actions will depend on the severity of the circumstances.
 - If the employee voluntarily acknowledges the violation and makes a commitment not to violate the policy in the future, an oral (written) warning may be a sufficient resolution.
 - In cases where further action is deemed appropriate, sanctions may range from a written warning to dismissal.
 - Complaints found to be intentionally dishonest or made in willful disregard of the truth may subject the complainant to disciplinary action up to and including dismissal.

Appeal

- If an employee is not satisfied with the decision reached and accepted by the President, he/she may proceed in accordance with the College's Employee Grievance Procedure.

Additional Procedures for Students

- Students who report an improper amorous relationship may also seek redress under the Student Grievance Procedure.