

Registered Sex Offender Policy

~~Any person required by the state of Nebraska to register as a sex offender shall not be permitted to reside in any College residence hall.~~

Registered sex offenders who plan to attend classes ~~at on~~ any ~~location campus~~ of the College must register with the Associate Dean of Students Office or his/her designee ~~a campus counselor~~ within ten (10) days of enrolling or on the first day of class attendance, whichever is earlier. Failure to register within this time frame constitutes a basis for exclusion from the College. The College reserves the right to deny admission or continued enrollment to any student who may create an unreasonable risk of harm to the health, safety, welfare, or prosperity of CCC, members of its community, or themselves.

~~The College reserves the right to deny or place conditions on admissions of applicants, if the College determines that such person represents a safety risk to persons or property.~~

Individuals who are required by the state of Nebraska to register as a sex offender shall also not be permitted to reside in any College residence hall.

Anyone who disagrees with a decision made pursuant to this policy may appeal that decision to the Vice President of Student Success and Enrollment Management ~~Campus President~~, by making a request in writing for review within seven (7) calendar days of the date of any decision made pursuant to this policy.

The Family Educational Rights and Privacy Act of 1974 (FERPA), 20 U.S.C. Section 1232g does not prevent educational institutions from disclosing information concerning registered sex offenders provided under the Wetterling Act, October 25, 2000, including information made available under the Campus Sex Crimes Preventions Act (CSCPA) 42 U.S.C. 14071(j), amendment (October 28, 2002) to that Act, and as any of the foregoing statutes may from time to time be amended.

Inventory Policy

The College shall maintain an inventory system of fixed assets and annually provide accountability for those items having a cost of at least \$105,000.00, have a useful life of at least a year, are repairable, and are not considered consumable.

Inventory Procedure

CCC property includes all furniture, equipment, and instruments purchased or otherwise acquired for use by CCC or any of its components or projects. Title to such property belongs to the College as a whole and not to any department to which it has been allotted, unless otherwise agreed and stated in writing at the time of acquisition.

Title to federally purchased equipment may be retained by the federally sponsored agency or vested in the college, depending on the regulations of the agency and the requirements of the research project.

Materials consumed in the day-to-day operation of college are considered supplies and are not managed or accounted for as property, equipment, or any other designation of inventory.

The rules and procedures for the use of CCC property are outlined in Nebraska State Statutes and CCC Board Policies and Procedures.

A. Acquisition of Property

1. Purchase of Capital Equipment

a. By submission of a requisition to Purchasing and the subsequent preparation of a purchase order to a vendor.

b. Capital vs. Noncapital Equipment

1) Capitalization of college property is accomplished through screening of Purchase Orders made by the CCC Administrative Services. If an item has an acquisition cost of \$5,000 or more, and a useful life in excess of one year, it is considered for capitalization.

2) Items to be capitalized will be added to the departmental inventory showing department center, date purchased, building, room, cost, item description, and purchase order number.

3) All capitalized items receive CCC identification numbers.

c. Non capital Equipment Items

1) Regardless of the cost, the following items are not capitalized:

i. Blinds, shades, wall-to-wall carpeting, and similar items.

ii. Software not purchased in conjunction with related hardware.

iii. Equipment which is permanently built-in or installed.

iv. Library books, art, and museum objects.

v. Cubicle walls, shelving, locker, and trophies

vi. Repair or replacement parts or components

2. Donations/Gifts

- a. Non-monetary donations and gifts (equipment, land, textiles, manuscripts, etc.) with a value greater than \$5,000 that are received from outside sources need to be reported by completing the Gifts in Kind form. The donor must provide a dollar value of the gift when it is donated. If the donor refuses to provide a value, the department/college is responsible for obtaining an appraisal so a value can be established. Donations cannot be valued by CCC staff/faculty. If the value of the donation or gift meets the criteria in the capitalization policy, it will be tagged and capitalized. Departments receiving non-monetary donations directly (not through the Foundation) should provide the Foundation Office the donor contact information, description of the item(s) donated, and value. The Foundation Office will send a letter to the donor acknowledging receipt of the item(s) and thanking them for their generosity.
- b. If the College plans to dispose of the donated property with three (3) years of the date of the donation, IRS requirements related to Form 8282 must be followed. Such disposal may have a negative impact on the charitable income tax deduction claimed by the Donor.

3. By Transfer

- a. With prior approval from inventory, departments may transfer items for which they no longer have use to another CCC department.
- b. Once approved, fill out the Transfer Form located under College Forms.

B. Federal Property Management

The following are property management standards for capital equipment (single item with unit acquisition cost greater than \$5,000.00) which is Federally-owned.

1. Records for Federally-owned equipment at CCC will include the following:
 - a. A description of the item
 - b. The manufacturer's serial number, model number, and CCC's inventory asset tag number
 - c. Fund source of equipment, including a Grant account number
 - d. "Owner" with whom title is vested, usually a federal agency if possible
 - e. Item acquisition date
 - f. Information for determining the calculation of Federal participation in cost of item, usually 100%.
 - g. Location and condition of equipment and date the information was last reported
 - h. Unit acquisition cost of the item
 - i. The ultimate disposition data, including the date of disposal.
2. Equipment owned by the Federal Government is identified to indicate Federal ownership on the equipment inventory data base when purchased with Federal Grand Funds.
3. A physical inventory of all government –furnished equipment will be taken and results reconciled with equipment records at least once every year. Any differences between physical inspection and accounting records will be pursued to

determine the causes of the difference.

- a. Inventory will verify the existence of the equipment and make inquiries and observations to determine whether the equipment appears to be currently used.
4. Any loss, theft, or proposed disposal activity of Federally owned equipment must be reported to the Vice President of Administrative Services immediately after the loss or prior to voluntary disposition.
 - a. Inventory will contact Grants Compliance (GC) department for disposal instruction of such equipment.
 - b. Actual disposition of such equipment will occur within the property standards of OMB Circular A-110, Subpart C.34g, and F.A.R., part 45.
5. Reporting Procedures for Federally-Owned Equipment
 - a. Annual Inventory Reports
 - 1) Once yearly, Grants Compliance will prepare and submit Annual Inventory Reports for contracts, grants, and cooperative agreements where required. These reports will be submitted in accordance with the requirements of the various agencies that provide the Federally-owned equipment.
 - 2) Grants Compliance will send out letters to all sub-contractors after September 1 of each year requesting an inventory of equipment be submitted with the next invoice for the sub-contractor.
 - b. Final Inventory Reports
 - 1) When a final inventory report is required by an agency, Grants Compliance will provide the report to the sponsoring agency.
 - 2) The final inventory report will be in a format as prescribed by the sponsor. A cover letter should be attached requesting title to the equipment on the newly-closed account and stating that this is the final report.
 - 3) It should be noted that some agencies require negative reports when it is not equipment listed on a specific award.
 - c. Excess Property
 - 1) When equipment is no longer needed in the performance of a contract or grant, it should formally be declared as excess property to the sponsoring agency.
 - 2) Requests to the sponsor will be in the manner and format as defined by the agency and will be handled in the same manner as equipment purchased with government funds where CCC retains the title.
 - d. Marking Government-Owned Equipment
 - 1) Each item of government-titled property should have an inventory identification sticker.
 - 2) Each item of government-titled property should have a "Property of the U.S. Government" sticker affixed to it to identify it as government-

owned.

- 3) Stickers for equipment will be provided by the Business Office.
- 4) Ownership of equipment can be obtained from each contract or grant agreement. Contact the Business Office if there are questions regarding the ownership of the equipment.

C. Property Management

Departmental property managers are a vital link in the college's property management system. Each department which holds college property must appoint an individual to act as its property manager. Inventory must be kept up-to-date as to the person assigned this duty. Departmental property managers serve as the liaison between the department and the Business Office, and have the specific responsibility of maintaining departmental records as to the exact location of college property and responding to the annual inventory process.

1. Audits

Annually (March) departmental supervisors are furnished with a listing of all property assigned to their department. A physical inventory inspection is done by each department. A signed copy including any changes must be returned to the Business Office within the time specified on the listing. The Business Office will update the college equipment database. Departments should review listings prior to fiscal year end to ensure assets are properly recorded prior to financial statement audit.

2. Missing Property

Property that cannot be located must be accounted for by the department. There are several ways to account for missing property:

- a. Produce a copy of a signed Transfer from showing the item was transferred to another college department. Forms are available under College Forms.
- b. Produce a copy of a "Police Report" from the local police departments showing the item reported as stolen.
- c. Attach a letter from the Associate Dean stating that the item cannot be located. Cite specific and valid reasons why the item should be deleted from the inventory listing, this will be reviewed and approved by the Vice-President of Administrative Services prior to deletion from the inventory records.

3. Tag Memos

- a. Newly purchased departmental equipment in excess of \$5,000 must be tagged with a CCC identification number. The Shipping & Receiving Department from the receiving campus will assign this ID tag number and place on the new equipment before it is delivered to the receiving college department.
- b. All pertinent information must be included on the receiving Purchase Order (serial number, manufacturer name, model, building & room number, department cost center, signature of individual that received item in department, and date). This receiving Purchase Order is then sent to the College Business Office for input into the inventory data base and to accounts payable for payment.

4. Surplus Property Disposal

Surplus Property is defined as property which has been declared excess/surplus to

the needs of an administrative unit of the college. The disposal of surplus property may be handled in the following manner.

- a. Return to Shipping and Receiving
 - 1) Returned excess/surplus property becomes available to any college department. There is no charge to a department for items selected.
 - 2) Property not selected for use by the college is then offered for sale to the general public at public auctions, which are held throughout the year as needed.
- b. Transfer
 - 1) Departments may transfer excess/surplus property directly to other departments within the college. No exchange of funding will be completed for these transfers. Transfers need to be documented by completing a "Transfer Form" located under College Forms and forward to the Business Office.
 - 2) For transfer of surplus college property to non-profit organizations call the Vice President of Administrative Services.
- c. Trade-in
 - 1) Departments should note on the purchase requisition or purchase order, when this will be the means of disposing of surplus equipment. Make sure this is noted on the body of the purchase requisition/order. The trade-in will need to be item for item. Please provide the CCC property tag number and/or serial number of the items being traded on the purchase requisition/order.
- d. Sale to General Public
 - 1) All excess/surplus property must be offered to College Departments prior to public offering. Individuals may only purchase College excess/surplus property in a publicly competitive environment.
 - 2) Departments that chose to turn excess/surplus property into the Shipping and Receiving department as described above. If those items are not recycled, traded, or transferred they will be placed on the next available public auction or silent bids.
 - 3) The department may request public sale, via a public formal bid solicitation. This method allows the department to provide a list of potential bidders, if known, for the item. In most instances, an ad is placed in local papers informing the public of the availability and potential sale of the item(s). The Business Office or auctioneer creates a public bid document for disbursement to interested and identified parties. Silent bids are received over a fifteen-day period with the highest responsive bidder being awarded the purchase. All related expenses incurred by the Business Office are deducted from the sale proceeds with the remaining balance transferred to the previous custodial department's designated cost object. Highest bidders on large items are responsible in providing own forklifts for loading and trailers for transportation.

e. Scrap or Salvage

No department/individual is allowed to remove or take scrap metal off campus, or to any recycler without prior authorization from CCC Business Office.

Departments will be able to retain any proceeds from disposal of scrap metal.

When CCC Campus Departments have scrap metal, including valuable metal, e.g. copper, brass, stainless steel, aluminum, iron, it will be the responsibility of the department to contact CCC Business Office to identify the surplus scrap metal and the proper method of removal. One of the following methods will be authorized:

- 1) Local recyclers will be contacted. Arrangements will be made for local recyclers to deliver/pick-up a collection container (bin or box) at a designated departmental site at no charge, if material meets certain criteria.
- 2) For Facilities departments to haul scrap to local recyclers, an email is to be sent to CCC Business Office for authorization and must be received prior to disposal of any scrap. All scrap must be transported by a College Vehicle, no personal vehicles are allowed. Personnel taking scrap to local recyclers will be asked by local recyclers to provide college identification and may be subject to being fingerprinted. When scrap is deposited with local recyclers, they will provide CCC Business Office with a description and weight of the materials deposited, a copy of the scale ticket, documentation regarding department/individual from which scrap was received, and vehicle license number.
- 3) If it is determined that the scrap metal has no value, or otherwise cannot be sold: the department which generated the scrap will be responsible for its disposal and any cost associated with the removal.

All payments from the recycler must be in the form of a check. Check must be made out to Central Community College, identifying the department on the check, and sent to CCC Accounts Receivable unless part of a business/industry agreement for the College use and recycling of their scrap metal. Upon receipt of the check, the Business Office will then reimburse the department, minus any expenses incurred.

The college reserves the right to dispose of scrap metal by bidding through the Purchasing Department with the approval of the Vice President of Administrative Services.

Departments located off the immediate CCC Campuses may use appropriate dealers in their area. Checks still need to be made out to CCC. Off-campus departments can either mail, or drop off checks (along with the scale ticket including pertinent information) to the CCC Business Office. In the case of potentially hazardous property, disposal will be made with the assistance of the

Environmental Health and Safety Department.

- f. Equipment Purchased with Federal Funds
- 1) The Federal definition of equipment is: tangible nonexpendable personal property including exempt property changed directly to the award having a useful life of more than one year and an original purchase price of \$5,000 or more per unit.
 - 2) CCC retains title of equipment purchased with Federal funds unless the awarding agency notifies CCC of its intent to retain title. The equipment can be used in the project or program for which it was acquired as long as needed after the ending date of the grant or contract.
 - 3) Before using the equipment for other activities or disposing of the equipment, the Grants Office, if the equipment had an original purchase price of \$5,000 or more, must be contacted. If appropriate, the Grants Office will assist the department in requesting disposition instructions from the Federal awarding agency. Disposition can include returning the item to the sponsor or compensating the sponsor for the item. Grants Office will assist the department in determining the amount of compensation that needs to be paid to the Federal Agency if the equipment is to be used for other activities.

Civil Rights Policy Statement

Central Community College affirms its commitment to promote the goals of fairness and equity in all aspects of the educational enterprise. All non-employee related policies below are subject to resolution using the Central Community College's Equal Opportunity, Harassment, and Nondiscrimination Procedure. The only employee related policy subject to this procedure is Title IX; all others may be rectified by other policies and procedures for employees. The Policy and Procedure is applicable regardless of the status of the parties involved, who may be members or non-members of the campus community, students, student organizations, faculty, administrators, and/or staff. The College reserves the right to act on incidents occurring on-campus or off-campus, when the off-campus conduct could have an on-campus impact or impact on the educational mission of the College.

Central Community College adheres to all federal, state, and local civil rights laws prohibiting discrimination in employment and education. Central Community College does not discriminate in its employment practices, or in its educational programs or activities on the basis of sex/gender, race, religion, mental or physical disability, hearing status, personal appearance, color, sex, pregnancy, political affiliation, source of income, place of business, residence, religion, creed, ethnicity, national origin (including ancestry), citizenship status, physical or mental disability (including perceived disability), age, marital status, family responsibilities, sexual orientation, gender identity, gender expression, veteran or military status (including disabled veteran, recently separated veteran, active duty wartime or campaign badge veteran, and Armed Forces Service Medal veteran), predisposing genetic characteristics, domestic violence victim status, or any other protected category applicable under local, state or federal law, including protections for those opposing discrimination or participating in any grievance process on campus, with the Equal Employment Opportunity Commission, or other human rights agencies.

As a recipient of federal financial assistance for education activities, Central Community College is required by Title IX of the Education Amendments of 1972 to ensure that all of its education programs and activities do not discriminate on the basis of sex/gender. Sex includes [sex, sex stereotypes, gender identity, gender expression, sexual orientation, and pregnancy or parenting status]. Central Community College also prohibits retaliation against any person opposing discrimination or participating in any discrimination investigation or complaint process internal or external to the institution. Sexual harassment, sexual assault, dating and domestic violence, and stalking are forms of sex discrimination, which are prohibited under Title IX and by Central Community College policy. Any member of the campus community, guest, or visitor who acts to deny, deprive, or limit the educational, employment, residential, or social access, opportunities and/or benefits of any member of the Central Community College community on the basis of sex is in violation of the Discriminatory Policy. Any person may report sex discrimination (whether or not the person reporting is the person alleged to have experienced the conduct), in person, by mail, by telephone, by video, or by email, using the contact information listed for the Title IX Coordinator below.

A report may be made at any time (including during non-business hours) online at https://cm.maxient.com/reportingform.php?CentralCCNeb&layout_id=40

Contact information for reports/concerns:

Individual with Oversight for All Non-Discrimination & Title IX Coordinator:

Dr. Beth Klitz

Vice President of Student Services and Enrollment Management

Location/Address: 4500 63rd St, Columbus, NE 68602

Phone: 402-562-1284

Email: titleixcoordinator@cccneb.edu

A person may also file a complaint with the appropriate federal, state, or local agency within the time frame required by law. Depending upon the nature of the complaint, the appropriate agency may be the federal Equal Employment Opportunity Commission (EEOC), Office for Civil Rights (OCR) of the U.S. Department of Education, the Department of Justice, and/or the appropriate state agency.

Office for Civil Rights (OCR)

U.S. Department of Education

400 Maryland Avenue,

SW Washington, D.C.

20202-1100

Customer Service Hotline #: (800) 421-3481

Facsimile: (202) 453-6012

TDD#: (877) 521-2172

Email: OCR@ed.gov

Web: <http://www.ed.gov/ocr>

Equal Employment Opportunity Commission (EEOC) Contact:

<http://www.eeoc.gov/contact/>

Nebraska EEOC Contact Information:

State-Level Equal Opportunity Officer

Nebraska Department of

Labor 550 S. 16th Street

P.O. Box 94600

Lincoln, NE 68509-4600

Phone: 402-471-8358

TDD/TTY: 800-833-7352

Email: NDOL.EOComplaints@Nebraska.gov

Within any resolution process related to this policy, Central Community College provides reasonable accommodations to persons with disabilities and religious accommodations, when that accommodation is consistent with state and federal law.

Benefits Policy

Benefit programs shall include, but are not necessarily limited to, health, dental, vision, flexible spending -account/health savings account, 125 cafeteria, life insurance, long-term disability, retirement, and leave programs for eligible employees subject to available funding and compliance with federal and state law.

State statute requires the appointment of fiduciaries for administering all employee fringe benefit programs. The Senior Director of Human Resources and Human Resources Benefits Manager shall serve as fiduciaries for all College employee benefit programs. The College's retirement plan may have additional fiduciaries.

Recommendations for changing existing programs shall be submitted to the fiduciaries for their review. Such recommendations shall be submitted to the President for review and appropriate action.

Employee Regulatory and Voluntary ~~In-service~~ Training Policy

~~In-service~~ Training shall be defined as faculty and staff development and ~~in-service training~~ shall be designed to enable the participant to perform his/her job responsibilities better than before participating. ~~In-service training shall be a continuous process.~~ Trainings shall be conducted per Federal and State Law or accreditation standards.

Employee Regulatory and Voluntary Training Procedure

Employee Regulatory and Voluntary Training may include, but is not limited to:

- Title IX
- Safety Training
- ADA Americans with Disability Act
- Leadership Training
- Employee Assistance Training
- Emergency Response

Accommodation and Disability Policy

Central Community College is committed to providing equal employment opportunity for qualified individuals with disabilities. Therefore, CCC will provide reasonable accommodation for a qualified individual's disability (as well as to a worker's known limitations related to pregnancy, childbirth, or related medical conditions), unless the accommodation will cause the employer an "undue hardship," where the accommodation is necessary for the employee to perform the essential functions of his or her job.

Accommodation and Disability Procedure

A reasonable accommodation is an adjustment, waiver, change, or modification in CCC's rules, regulations, policies, and/or procedures, which is necessary for a qualified individual with a disability or an individual with known limitations related to pregnancy, childbirth, or related medical conditions, unless the accommodation will cause the employer an "undue hardship."

It is CCC's practice to:

1. Ensure that qualified individuals with disabilities are treated in a nondiscriminatory manner in the pre-employment process and that employees with disabilities are treated in a nondiscriminatory manner in all terms, conditions, and privileges of employment.
2. Keep all medical-related information confidential in accordance with the requirements of the ADA.
3. Provide disabled employees and those who have known limitations related to pregnancy, childbirth, or related medical conditions, with reasonable accommodation, where necessary, to enable the employee to perform the essential functions of his or her job, except where such an accommodation would create an undue hardship on CCC.

If an employee believes that they require a reasonable accommodation, they must promptly speak to, write, or otherwise contact the Senior Director of Human Resources, who serves as the ADA Coordinator. Requests should not be made to the employee's supervisor as only Human Resources can approve accommodation requests.

The Human Resources Department will be responsible to obtain and evaluate the relevant medical and job information, work with the employee to identify and evaluate possible reasonable accommodations, and ensure appropriate confidentiality in the process. Each request will be evaluated and based on the circumstances of that particular situation. The employee's participation and cooperation in the reasonable accommodation interactive process will be essential and is required, and may include job-related medical assessments.

When considering a reasonable accommodation request, CCC may take the following into consideration:

1. Is the individual (the subject of the requested accommodation) qualified? Is this individual a person with a disability as defined by law? If the disability is not obvious, has the disability been verified by a reliable third party such as a medical professional? Does the worker have a known limitation related to pregnancy, childbirth, or related medical conditions?

2. Is the request for an accommodation necessary because of the individual's disability or pregnancy? CCC may request a certification from a reliable third party, such as a medical health professional, to substantiate the need for the accommodation.
3. Is the request for accommodation reasonable? Are other more reasonable options available? Would the requested accommodation impose an undue financial and/or administrative burden?
4. Would the requested accommodation require a fundamental alteration in the essential job functions?

An employer is entitled to obtain information that is needed to evaluate if a requested reasonable accommodation may be necessary. If a person's disability/pregnancy related condition and the need for the requested accommodation is obvious or otherwise known to the employer, then the employer may choose to not request any additional information about the requester's disability/pregnancy or the disability-related need for the accommodation. If the disability/pregnancy and/or the need for the accommodation is not obvious, CCC may request reliable disability/pregnancy-related information that (1) is necessary to verify that the person meets the laws definition of disability (*i.e.*, has a physical or mental impairment that substantially limits one or more major life activities) or known limitations related to pregnancy, childbirth, or related medical conditions, (2) describes the needed accommodation, and (3) shows the relationship between the person's disability/pregnancy and the need for the requested accommodation.

CCC may also consider whether or not the request is "reasonable" in terms of the cost and alteration of the job, rules, regulations, policies, and/or procedures. Reasonable accommodation may include, but is not limited to:

- making existing facilities used by employees, readily accessible to and usable by persons with disabilities;
- job restructuring, modifying work schedules, reassignment to a vacant position; and
- acquiring or modifying equipment or devices, adjusting or modifying examinations, training materials, or policies, and providing qualified readers or interpreters.

CCC may decline to make an accommodation when it would be unreasonable, when it would not enable the employee to perform the essential functions of his or her job, when it would present a direct threat to health or safety of self or others, or when it would impose an undue hardship.

Equal Employment Opportunity Policy

Central Community College is an equal opportunity employer and complies with all applicable federal, state, and local fair employment practices laws.

Equal Employment Opportunity Procedure

CCC strictly prohibits and does not tolerate discrimination against employees, applicants, or any other covered persons because of race, color, religion, creed, national origin or ancestry, ethnicity, sex (including gender, pregnancy, sexual orientation, and gender identity), age, physical or mental disability, citizenship, past, current, or prospective service in the uniformed services, genetic information, or any other characteristic protected under applicable federal, state, or local law.

All CCC employees, other workers, and representatives are prohibited from engaging in unlawful discrimination during all terms and conditions of employment, including, but not limited to, hiring, training, promotion, discipline, compensation, benefits, and termination of employment.

CCC complies with the Americans with Disabilities Act ("ADA"), as amended by the ADA Amendments Act, and all applicable state or local law. Consistent with those requirements, CCC will reasonably accommodate qualified individuals with a disability if such accommodation would allow the individual to perform the essential functions of the job, unless doing so would create an undue hardship. If you believe you need an accommodation, refer to the Accommodation and Disability policy and procedure.

CCC will also, where appropriate, provide reasonable accommodations for an employee's religious beliefs or practices.

CCC complies with the Pregnant Workers Fairness Act ("PWFA") and comparable state law. CCC will provide temporary or reasonable accommodations to qualified pregnant job applicants and employees to accommodate the employee's known limitations related to pregnancy, childbirth, or related medical conditions, unless doing so would create an undue hardship. CCC will not require a qualified employee to take paid or unpaid leave if another reasonable accommodation can be provided. If you believe you need a pregnancy-related accommodation, refer to the Accommodation and Disability policy and procedure.

Complaint Procedure

If an employee is subjected to any conduct that they believe violates this policy, they must promptly speak to, write, or otherwise contact Human Resources as soon as possible after the offending conduct. The complaint should be as detailed as possible, including the names of all individuals involved and any witnesses. If the employee does not receive a satisfactory response, immediately contact the Senior Director of Human Resources. This individual will ensure that a prompt investigation is conducted.

CCC will directly and thoroughly investigate the facts and circumstances of all claims of perceived discrimination and will take prompt corrective action, if appropriate. Additionally, any supervisor who

observes discriminatory conduct must report the conduct to the Senior Director of Human Resources so that an investigation can be made and corrective action taken, if appropriate.

All reports of discrimination will be promptly and thoroughly investigated; if the report is found to be justified, corrective action appropriate to the circumstances will be taken. All reports and information given during an investigation will be treated as confidentially as possible, consistent with the need to conduct a full and fair investigation and to inform those individuals who will be involved in any disciplinary action.

Retaliation

CCC prohibits any form of discipline, reprisal, intimidation, or retaliation for good faith reports or complaints of incidents of discrimination of any kind, pursuing any discrimination claim, or cooperating in related investigations. Any person who makes or participates in such retribution or retaliation, directly or indirectly, will be subject to severe disciplinary measures up to and including discharge from employment.

Harassment Prevention Policy

Central Community College values civility, professionalism, dignity, and respect for each employee. Therefore, any conduct which has the purpose or effect of mistreating, bullying, taunting, intimidating, ridiculing, denigrating, or embarrassing anyone on the basis of any personal trait or characteristic is not acceptable and will not be tolerated.

More specifically, any form of harassment on the job or related to the job including sexual harassment and also including harassment on the basis of race, ethnicity, religion, pregnancy, age, disability, sexual orientation, gender identity, marital status, military/veteran status, genetic information, or any other personal trait or characteristic, is prohibited and may result in disciplinary measures up to and including discharge from employment. CCC also prohibits any form of harassment by or against other persons (including customers, vendors, and visitors) who interact with CCC in any capacity.

Harassment Prevention Procedure

Harassment is broadly defined to include any conduct which has the purpose or effect of mistreating, bullying, taunting, intimidating, ridiculing, denigrating, or embarrassing anyone on the basis of any personal trait or characteristic. It includes inappropriate conduct which tends to equate a person's worth to their personal trait or characteristic, including their gender, race, nationality, religion, age, disability, sexual orientation, or gender identity, rather than their ability to perform their jobs and contribute to CCC's success. Without limiting the breadth of this definition, harassment specifically includes sexual harassment, which is defined by federal law as follows:

"Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment."

Prohibited acts of sexual harassment can take various forms ranging from subtle pressure for sexual activity to physical assault. Examples of some of the kinds of conduct included in the definition of sexual harassment are:

- Sexual relations, sexual contact, or threats or intimation of sexual relations or sexual contact which are not welcome and freely and mutually agreeable to both parties; and
- Continual or repeated remarks with sexual implications, placing sexually suggestive objects or pictures in the work area, or propositions of a sexual nature; or
- Threats or insinuations that the person's employment, wages, promotional opportunities, job assignments, or other conditions of employment may be adversely affected by not submitting to sexual advances, or promises or insinuations that any conditions of employment may be favorably affected by submitting to sexual advances.

Harassment on the basis of any other factor, such as race, nationality, age, religion, disability, sexual orientation, gender identity, veteran status, marital status, any other personal characteristic is also

prohibited. Any conduct which could be offensive and create an intimidating, hostile, or offensive working environment on the basis of one of these factors is improper and is prohibited. This could include, for example, racial epithets, religious jokes, age-related comments, and references to cultural stereotypes.

What is or is not offensive must be viewed from the perspective of the victim. The harasser's harmless intent is irrelevant. Additionally, the fact that no objection is voiced or the other person seems to be "going along" does not mean the conduct is acceptable.

CCC's harassment policy is intended to be broader than what is required by the law. For this reason, any harassing behavior, even if not based upon someone's membership in a protected class, is prohibited and will be dealt with in accordance with this policy.

Complaint Procedure

Any employee who believes that they have been harassed by a supervisor, coworker, customer, student, vendor, or any other person interacting with CCC; or if an employee is subjected to any conduct that they believe violates this policy, must promptly speak to, write, or otherwise contact Human Resources as soon as possible after the offending conduct. The complaint should be as detailed as possible, including the names of all individuals involved and any witnesses. If the employee does not receive a satisfactory response, immediately contact the Senior Director of Human Resources. This individual will ensure that a prompt investigation is conducted.

CCC will directly and thoroughly investigate the facts and circumstances of all claims of perceived discrimination and will take prompt corrective action, if appropriate. Additionally, any supervisor who observes discriminatory conduct must report the conduct to the Senior Director of Human Resources so that an investigation can be made and corrective action taken, if appropriate.

All reports of harassment will be promptly and thoroughly investigated; if the report is found to be justified, corrective action appropriate to the circumstances will be taken. All reports and information given during an investigation will be treated as confidentially as possible, consistent with the need to conduct a full and fair investigation and to inform those individuals who will be involved in any disciplinary action.

Retaliation

CCC prohibits any form of discipline, reprisal, intimidation, or retaliation for good faith reports or complaints of incidents of discrimination of any kind, pursuing any discrimination claim, or cooperating in related investigations. Any person who makes or participates in such retribution or retaliation, directly or indirectly, will be subject to severe disciplinary measures up to and including discharge from employment.

Prevention

Every employee is empowered and encouraged by CCC to protect our culture and be part of the solution to stop and prevent harassment. It is therefore entirely appropriate for a bystander who witnesses anyone engaging in the harassment of another to politely, but firmly, tell that person that their conduct is inappropriate and should stop. It is likewise entirely appropriate for the bystander to report the harasser's conduct to Human Resources.