

EMPLOYEE PROCEDURES FOR FILING COMPLAINT OF DISCRIMINATION

1. Report discrimination promptly to the Human Resources Department, and complete a Discrimination/Harassment Complaint Form found on the FTCC web site at www.ftcc.edu or available in the Human Resources Department.
2. Turn in completed Discrimination/Harassment Complaint form to the Human Resources Office. Contact information is as listed below:

Dale Shaw, Human Resources Manager
L.E. Fletcher Technical Community College
310 St. Charles St.
Houma, LA 70360
(985) 857-3655 ext. 264

EMPLOYER PROCEDURES FOR INVESTIGATION OF DISCRIMINATION COMPLAINT

1. Human Resources staff or a member of senior management will be assigned to investigate the complaint. At least two persons will be assigned to investigate.
2. Investigation will begin timely (within 3 working days) and be completed in an expeditious manner.
3. Questions, relevant to the allegations, will be prepared by the persons conducting the investigation interview.
4. All individuals with relevant information will be contacted, and interviews will be conducted in an area providing privacy and confidentiality to all parties involved.
5. Notes will be taken and summarized at the conclusion of the interview. Each party present will sign-off on the summarized notes.
6. A written determination of the conclusion of the investigation will be prepared.
7. Proper corrective action, proportionate to the severity of the offense, will be determined assuring consistency with prior actions for similar misconduct.
8. Corrective action will be communicated in writing to the offender outlining specific inappropriate behaviors, and the offender will sign acknowledging receipt.
9. Corrective action taken will be communicated to the charging party assuring them that no retaliation will be allowed. Follow-up and monitoring will be conducted to assure no retaliation.
10. Records of all complaints and actions will be maintained indefinitely in a secure location in the Human Resources office and will be restricted on a need-to-know basis.
11. Records of employee complaints or participation in investigations will be maintained separately from the personnel files and will be kept strictly confidential.