

SECTION 504 DISPUTE RESOLUTION

Regarding Section 504 of the Rehabilitation Act (Administrative Procedure 904a)

The purpose of this faculty, staff, student and others dispute resolution procedure is to provide an official means for handling disputes regarding a possible violation of Section 504 of the Rehabilitation Act of 1973 (which prohibits discrimination against otherwise qualified handicapped people).

Proceed as follows:

1. Within five College work days of the alleged incident, the person should attempt to resolve the problem personally with the College employee involved.
2. If the person is unable to reach a satisfactory resolution of the complaint in step 1. above, the person should, within five working days of the meeting with the College employee, make a written request for a meeting with the employee's immediate supervisor. This meeting with the supervisor is to take place within 10 College work days from receipt of the request. The immediate supervisor will hear the person and collect data as needed from the employee and other College personnel and render a decision on the matter. The supervisor will communicate this decision in writing to the person and employee within five work days after the meeting.
3. If the person is unable to reach a satisfactory resolution of the complaint in step 2. above, the person should, within five work days of receipt of the written decision following the meeting with the College employee's supervisor, make a written request for a meeting with the Vice President in whose area of supervision the matter has occurred. This meeting is to take place within 10 College work days from receipt of the request. The appropriate Vice President will review the facts presented by the person and collect data from other personnel as needed. The Vice President will render a decision on the matter and communicate this decision in writing to the person, the employee against whom the person has made the complaint, and the employee's immediate supervisor within five work days after the meeting.
4. Any person may appeal the decision of the Vice President directly to the President of the College. The notice of appeal must be received at the Office of the President within five College working days of the date of the Vice President's decision. The President, within 10 College work days of receiving the notice of appeal, shall either confirm, reverse, or modify the decision of the Vice President. The President's written decision shall include his/her reasons for arriving at said decision. Said decision shall be final.

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SEXUAL HARASSMENT POLICY

As an employer and an educational institution, Burlington County College is committed to eradicating sexual harassment. Sexual harassment is prohibited because it is intimidating and an abuse of power and inconsistent with the College's policies, practices, and philosophy. Sexual harassment in any form will not be tolerated.

Sexual harassment is a matter of particular concern to an academic community in which students, faculty, administrators, and staff must rely on strong bonds of intellectual trust and dependence. It is therefore the intention of the College to provide work and academic environments that are conducive to the achievement of work and academic goals, and free of any implicit or explicit forms of sexual harassment.

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 academic or work performance;
2. Submission to or rejection of such conduct by an individual is used as the basis for academic or work performance decisions affecting such individual;
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's academic or work performance, or creating an intimidating, hostile, or offensive academic or work environment.

The College regards such behavior, whether verbal or physical, as a violation of the standards of conduct required of all persons associated with the institution. We expect all members of our college community to demonstrate a basic generosity of spirit that precludes expressions of sexual oppressiveness. Accordingly, anyone engaging in such behavior is subject to the full range of the College's disciplinary actions, including termination of employment and dismissal from the institution.

All concerns regarding sexual harassment must be reported directly to the college's designated sexual harassment officer. Student concerns regarding alleged racial discrimination must be reported directly to the college's designated racial discrimination officer. For the names of the individuals currently assigned these responsibilities, contact the staff of the Student Services Center.

Employees, students, and other persons sexually harassed or having personal knowledge of sexual harassment are responsible for timely reporting such harassment in accordance with procedures. Each person has an affirmative duty to maintain the College free of sexual harassment and sexual intimidation. Any form of retaliation against an individual for reporting sexual harassment is prohibited and shall result in disciplinary action.

The College will investigate all reports of sexual harassment and take appropriate corrective action. To expedite the investigation and resolution of complaints, the College has developed both informal and formal procedures for mediation, resolution, and adjudication. To obtain further information, contact the College's sexual harassment officer to obtain a copy of the Burlington County College Complaint and Investigation Procedures for Charges of Sexual Harassment.

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