



CLTCC Harassment Policy

Original Date: January 2015

Responsible Department: Human Resources

I. Policy:

Central Louisiana Technical Community College (CLTCC) is committed to maintaining a learning and working environment for all students, faculty, and staff that is fair, humane, and responsible - an environment that supports career and educational advancement on the basis of job and academic performance. Harassment subverts the mission of CLTCC and offends the integrity of our community college. Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, and Louisiana State regulations (**R.S. 23:301, 312, 332**). There will be no harassment based upon the basis of age, color, disability, gender, gender identity, national or ethnic origin, race, religion, sexual orientation, or veteran status. Such harassment is unacceptable behavior and will not be tolerated at CLTCC.

II. Procedures:

A. Education and Prevention

CLTCC provides education about harassment through orientation and follow-up programs for students, staff, faculty, and administrators. All people in a supervisory capacity will receive appropriate training to take leadership in implementing the policy. They will inform people under their direction of this harassment policy and assume leadership in implementing the procedures.

B. Definitions:

Discrimination is unfavorable, unfair, or inequitable treatment of a person or a “class” of people based on protected characteristic(s) such as gender or sex (including pregnancy), gender identity or expression, race, color, religion or religious creed, sexual orientation, national origin, ancestry, disability or handicap, age, genetics, marital status, veteran status, or any other category protected by law. Examples of discrimination may include, but are not limited to, denying an individual a job or a promotion, or denying a student the opportunity to participate in an educational activity because of his or her protected characteristic(s).

Discriminatory Harassment - is harassment based on an individual's protected characteristic(s). Discriminatory harassment is conduct that degrades or shows hostility towards an individual because of his or her protected characteristic(s) and which: (1) has the intent or effect of unreasonably interfering with the individual's employment or enrollment, or (2) has the purpose or effect of creating a hostile, intimidating or offensive working, living or learning environment ("hostile environment").

Sexual Harassment - is a form of sex discrimination, and includes harassing, or otherwise abusing, an individual based on the individual's sex, gender, or gender identity or expression.

A person may be found to have engaged in sexual harassment if the person makes unwelcome sexual advances or requests for sexual favors, or engages in other verbal or physical conduct of a sexual nature where: (1) submission to such advances, requests or conduct by an employee or student is made either explicitly or implicitly a term or condition of his or her employment or educational experience ("quid pro quo" harassment); or (2) such advances, requests, or conduct have the purpose or effect of unreasonably interfering with an employee or student's professional or educational performance by creating an intimidating, hostile, humiliating or sexually offensive work or educational environment ("hostile environment" harassment) or impacts participation in College related programs or activities.

All persons, regardless of gender can be perpetrators of, or subject to, of sexual harassment. Sexual harassment may involve conduct towards members of the same or opposite sex as the harasser. Whether unwelcome sexual conduct rises to the level of sexual harassment depends on the severity or pervasiveness of the conduct. Sexual harassment may include, but is not limited to, the following:

Unwelcome physical touching of a sexual nature that include lewd, obscene or sexually suggestive displays or sex-based or gender-based remarks; unwelcome verbal comments of a sexual nature (lewd jokes, sexual inquiries or comments about individuals' bodies, repeated requests for dates, or comments about one's sexual activity, deficiencies, or prowess);

Displaying or distributing sexually suggestive objects, pictures, cartoons, graffiti, drawings, media or written materials; physical contact, such as touching, hugging, kissing, patting, or pinching, that is uninvited and unwanted or unwelcome by the other person;

Acts of sexual violence including rape, sexual assault, battery, and coercion; and/or repeated unwelcome social invitations, sexual flirtations, advances, propositions, or unwanted requests for sexual favors.

Sexual harassment refers to behavior that is not welcome and can occur in a variety of situations, which share a common element: the unwelcome introduction of sexual activities or comments into the work or academic environment on the basis of sex. Harassing conduct need not be motivated by sexual desire in order to constitute unlawful sexual harassment.

Sexual harassment often involves relationships of unequal power. Such situations may contain elements of coercion, such as when compliance with requests for sexual favors becomes a condition for granting privileges or favorable treatment on the job or in the classroom. However, sexual harassment may also involve relationships among persons of equal authority or power, such as when repeated unwelcome advances or demeaning verbal comments by staff, faculty, student, or affiliate towards another staff, faculty, student, or affiliate unreasonably interferes with a person's ability to perform his or her work or enjoy an academic environment free of harassment. Sexual harassment can also involve behavior directed to and/or by students of CLTCC, as well as staff, faculty and non-employees of the CLTCC.

Retaliation - is taking a materially adverse action(s) against someone because the individual has in good faith reported a possible violation of this policy or participated in CLTCC's review or investigation of a reported violation of this policy. For example, terminating or expelling an individual because the individual has in good faith reported conduct in violation of this policy may constitute retaliation. Retaliation is strictly prohibited by CLTCC and LCTCS.

C. Examples of Conduct that Constitute Discrimination or Harassment in Violation of this Policy

Depending upon the circumstances and how they impact the workplace, educational programs, activities, or the academic environment, examples of discrimination or harassment in violation of this policy may include, but are not limited to, the following types of conduct:

Making decisions about a person's employment, compensation, or education based upon or motivated by the person's protected characteristic(s);

Verbal or physical abuse, offensive innuendo or derogatory words, epithets, or comments concerning, based on, or motivated by a person's protected characteristic(s);

A display of objects, pictures, or other media which create a hostile working/learning environment based on or motivated by a person's protected characteristic(s); or

Failure to provide religious or disability-related accommodations when required by applicable law.

D. Reporting Harassment:

Harassment should be presented as promptly as possible after the alleged harassment occurs. Any employee or student who believes he/she is the subject of harassment or who has knowledge of harassing behavior must report such conduct to their direct supervisor, and the institution's human resource department. All institutions are required to develop a system of recording all formal written complaints to be submitted and kept on file in the institution Chancellor's office and in the office of the system president for the LCTCS system office staff.

Any student who believes he/she is the subject of harassment or who has knowledge of harassing behavior must report such conduct to student affairs personnel. He/she also may submit a complaint to the institution's Chancellor.

No student or employee is required to report or make a complaint of harassment to the person who is allegedly engaging in the problematic conduct. In the event that an individual feels uncomfortable making a complaint at the institution level, such complaint may be made at the system level with the *LCTCS Director of Human Resources (225 – 219 - 8700), Louisiana Community and Technical College System, 265 South MacArthur Drive, Baton Rouge, Louisiana 70802.*

Each campus is required to provide to employees and students a copy of this policy and post a poster with contact list identifying individual names, titles, physical location and telephone number where complaints may be filed.

Complaints of harassment will be investigated promptly and in as impartial and confidential a manner as possible. A member of human resources will conduct investigations, unless otherwise deemed necessary, in order to assure an impartial and confidential investigation.

LCTCS or CLTCC will not tolerate any type of discipline or retaliation, direct or indirect, against any employee or other person who, in good faith, files a complaint of or responds to questions in regard to having witnessed prohibited harassment. False charges are treated as serious offenses and may result in disciplinary and/or civil action.

Any employee or member of management who is found, after appropriate investigation, to have engaged in harassing conduct is subject to appropriate disciplinary action up to and including termination of employment and/or student standing per the institution's policies in place governing students.

Central Louisiana Community College is an Equal Opportunity Employer in compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, this Educational Agency upholds the following policy: Central Louisiana Community College campuses assure equal opportunity for all qualified persons without regard to race, color, national origin, gender, religion, age, disability, marital status, veteran status or sexual orientation in admission to participation in, or employment in the program and activities of this system. Each campus welcomes handicapped individuals and has made buildings accessible to them.

Title IX Coordinator/ADA/Section 504 Coordinator:
Human Resources Director (318) 487-5443 ext. 1154
4311 South MacArthur Drive
Alexandria, LA 71302

Related LCTCS Policies: 6.011

Approved: James R. Sautelle

Date: August 8, 2016



Central Louisiana Technical Community College
4311 S. MacArthur Drive
Alexandria, LA 71302
Phone: (318) 487-5443 Fax: (318) 487-5970

TO: WHOM IT MAY CONCERN
FROM: Gregory Willis
Director of Human Resources
RE: CAMPUS COORDINATORS

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, this educational agency upholds the following policy:

THIS IS AN EQUAL OPPORTUNITY AGENCY AND IS DEDICATED TO A POLICY OF NONDISCRIMINATION IN EMPLOYMENT OR TRAINING. QUALIFIED STUDENTS, APPLICANTS, OR EMPLOYEES WILL NOT BE EXCLUDED FROM ANY COURSE OR ACTIVITY BECAUSE OF AGE, RACE, CREED, COLOR, SEX, RELIGION, NATIONAL ORIGIN, OR QUALIFIED HANDICAP. ALL STUDENTS HAVE EQUAL RIGHTS TO COUNSELING AND TRAINING.

CAMPUS COORDINATORS:

Title VI (Race) Gregory Willis, MPA
Director of Human Resources
4311 S. MacArthur Drive
Alexandria, LA 71302
(318) 487-5443 Ext 1154

Lacey Hardy-Brown, JD (Confidential Advisor)
College and Career Transition/Carl D. Perkins Act Administrator
4311 S. MacArthur Drive
Alexandria, LA 71302
(318) 487-5443 Ext 1144

Title IX (Sex) Lacey Hardy-Brown, JD (Confidential Advisor)
College and Career Transition/Carl D. Perkins Act Administrator
4311 S. MacArthur Drive
Alexandria, LA 71302 (318) 487-5443 Ext 1144

Section 504 (Handicap) Sendy Johnson
Admissions and Student Success Counselor
4311 S. MacArthur Drive
Alexandria, LA 71302
(318) 487-5443 Ext 3111

Special Populations Sendy Johnson
Admissions and Student Success Counselor
4311 S. MacArthur Drive
Alexandria, LA 71302
(318) 487-5443 Ext 3111

Anyone having inquiries compliance with Title VI (Race), Title IX (Sex), Section 504 (Handicap), or Special Populations is directed to contact the above appropriate coordinator or the directed of civil rights.

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