

**WAC 132B-300-020 Grievance procedure.** (1) Any applicant for admission, enrolled student, applicant for employment or employee of Grays Harbor Community College who believes he/she has been discriminated against on the basis of sex or on the basis of a handicap may lodge a formal institutional grievance according to the following procedures:

(a) Step 1: Informal meeting. The complainant may request an informal meeting with the individual believed to have committed the discriminatory act in an attempt to informally resolve the concern.

(b) Step 2: Official hearing. If not satisfied by the results of the informal meeting, the complainant may request a meeting with the college vice president for student services.

(i) The request for an official hearing must be made in writing and must stipulate the specific grievance(s) the complainant wishes to raise.

(ii) Within 30 calendar days of receiving the written request, the vice president for student services shall arrange a meeting to hear the complaint. It shall be at the discretion of the complainant to determine whether the officer will meet with the complainant and the person to whom the complaint has been directed separately or in a single meeting. If the complainant requests a single meeting, the meeting shall be attended by the complainant, the person to whom the complaint is directed, and the college officer, who will chair the meeting.

(iii) Following the hearing and within 30 calendar days of receiving the written request, the college officer will report his/her findings in writing to both the complainant and the person to whom the complaint has been directed.

(c) Step 3: Presidential appeal. If the complaint is not resolved as a result of the hearing conducted by the vice president for student services, either the complainant or the person to whom the complaint is directed may request an appeal to the college president.

(i) The request must be made in writing within 10 days after receipt of the written results of the Step 2 official hearing.

(ii) Within 15 days after receiving the request, the college president or the president's designee will conduct the presidential appeal hearing and report the findings in writing to both the complainant and the person to whom the complaint is directed.

(iii) Attendance at the presidential appeal hearing shall be limited to the college president or designee, the vice president for student services, the complainant, and the person to whom the complaint is directed unless otherwise mutually agreed by the parties. The college president or presidential designee shall preside.

(iv) Either the complainant or the person to whom the complaint is directed may call witnesses at the discretion of the person presiding.

(v) The written findings of the presidential appeal will be considered final. No further intra-institutional appeal exists.

(2) If desired, inquiries or appeals beyond the institutional level may be directed to:

(a) Regional Director, Office of Civil Rights, HEW, 1321 Second Avenue, Seattle, Washington 98101.

(b) The Equal Opportunity Commission, 705 Second Avenue, Seattle, Washington 98101.

(c) The Human Rights Commission, 402 Evergreen Plaza Building, 7th and Capitol Way, Olympia, Washington 98504.

[Statutory Authority: RCW 28B.50.140(13) and chapter 34.05 RCW. WSR 94-20-072, § 132B-300-020, filed 10/3/94, effective 11/3/94. Statutory Authority: Title IX of the Education Amendments of 1972 and section 504 of the Rehabilitation Act of 1973. WSR 78-12-065 (Order 78-1, Resolution No. 17-78), § 132B-300-020, filed 12/1/78.]