


TO: All Employees  
FROM: Paul Broadie II, Ph.D., President   
SUBJECT: Affirmative Action Grievance Procedure  
DATE: May 30, 2016

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The Affirmative Action Grievance Procedure is a component of the College's commitment to ensure that employment decisions are free from unlawful discrimination. The procedure provides an informal means to raise concerns and for the College to make modifications where appropriate. Employees who utilize the grievance procedure will not be subject to retaliation.

The Equal Employment Opportunity Officer will investigate all grievances. After consultation with the President, the Equal Employment Opportunity Officer may attempt to mediate the complaint. The mediation process is to effect informal resolution of the complaint. The Equal Employment Opportunity Officer does not make conclusions about the merits of a complaint or resolve disputes about the facts of a case. If it is not possible to reach an amicable understanding or settlement, the employee retains the right to pursue other options.

Complaints may be filed with the Connecticut Commission on Human Rights and Opportunities; United States Equal Employment Opportunity Commission; United States Department of Labor, Wage and Hour Division; and any other agencies, state, federal, or local, that enforce laws concerning discrimination in employment. The Connecticut Commission on Human Rights and Opportunities can provide assistance in filing and determining the legal options, which may be available. In general, complaints must be filed within 180 days of the alleged discrimination, the college must resolve the alleged discrimination within 90 days. An exception exists for complaints that allege unlawful reliance on criminal records; Connecticut law requires that the complaint be filed within thirty days.