

Section 46a-68-89 DISCRIMINATION COMPLAINT PROCESS

The Connecticut State Community College (CSCC) encourages all employees to utilize the internal grievance procedure adopted by the Board of Regents and the CSCU in all cases of alleged discrimination in employment based on any of the following factors: age, ancestry, color, national origin, gender identity or expression, genetic information, learning disability, marital status, intellectual disability, physical disability (including but not limited to blindness), present or past history of mental disability, prior criminal record, race, religious creed, sex (including pregnancy and sexual harassment), sexual orientation, retaliation for previously opposed discrimination or coercion, veteran status, members of the CT Civil Air Patrol, and workplace hazards to reproductive systems.

The procedure adheres to all regulatory expectations noted below:

- a) The plan shall include a report on the system to process and resolve employee allegations of discrimination consistent with chapter 67 and 68 of the Connecticut General Statutes. Such system shall provide for the expeditious resolution of grievances to assure that legal options for filing complaints with enforcement agencies are not foreclosed. The discrimination complaint process shall include:
 - 1) periodic training in counseling and grievance investigations for agency counselors;
 - 2) confidential counseling and procedures for informal resolution at the agency level by the equal employment opportunity officer;
 - 3) notice to employees that an agency discrimination complaint process is available;
 - 4) a guarantee of non-retaliation for the exercise of rights granted pursuant to this section;
 - 5) advisement of legal options to file complaints with the 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; and
 - 6) time frames not exceeding ninety (90) days for filing, processing and resolution of such matters.
- b) All records of grievances and dispositions thereof are maintained and reviewed on a regular basis by the equal employment opportunity officer to detect any patterns in the nature of the grievances. Records so retained shall be confidential except where disclosure is required by law.
- c) A summary of the matters alleged, the results thereof and the length of time required to resolve the grievance is included within this AA Plan. The plan shall provide information on the number of such complaints, investigating agency, whether such matter is currently pending or the outcome thereof. All records relevant to employee grievances filed under this section shall be maintained by the agency for examination by the Commission on Human Rights and Opportunities staff. As this is the first Regional affirmative action plan, a full report of complaints during the reporting period will be contained in the next submission.