

COMPLAINT/GRIEVANCE INVESTIGATION PARTICIPATION POLICY

The Los Angeles Community College District has established policies and procedures for the investigation and resolution of complaints and grievances. These investigations often involve sensitive and confidential issues. The investigation of complaints and grievances must be completed in a thorough and accurate manner, but it must also be conducted in a way which protects employees and student privacy and confidentiality.

CONFIDENTIALITY

All persons involved in the investigation of complaints or grievances have a duty to maintain the confidentiality of the matters discussed, except as may be required or permitted by law, which includes the rules and regulations of the Districts.

All records regarding an investigation or complaint shall be confidential and shall not be revealed except as required or permitted by law, which includes the rules and regulations of the District, or at the discretion of the Chancellor or his designee.

RETALIATION

Anyone who files a complaint, or participates in any action authorized under any District policy, shall not be subjected to retaliatory action of any kind by any employee or student of the Los Angeles Community College District.

Employees and students shall not engage in any acts of coercion, intimidation or harassment of any individual because that individual has opposed practices prohibited by the District policies, has filed a complaint or grievance, or has participated in any manner in an investigation.

Employees and students shall not engage in any acts of coercion, intimidation or harassment of any individual in an attempt to influence the outcome of an investigation of a complaint or grievance.

I have read and understand the above.

Print Name	Signature	Date
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This policy has been explained to the party named above by

Print Name	Signature	Date
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Regardless of your agreement with this policy, you are obliged to adhere to its mandates. A copy of the signed document shall be provided to the party named above. If an interviewee refuses to sign, please make note of it on this form