For Employee Sexual Misconduct and Gender-Based Violence Procedures

To file a complaint, contact the Police, Human Resources/Deputy Title IX Coordinator or your Manager.

Primary contact: CLC Police 911 or 5555
(847) 543-2081

Employee contact: Crandall Collins, HR Manager and Employee Deputy Title IX Coordinator
(847) 543-2217 e-mail: Ccollins@clcillinois.edu

Student Contact: Teresa Aguinaldo, Dean of Student Life and Title IX Coordinator
(847) 543-2288 e-mail: Taguinaldo@clcillinois.edu

Sexual Harassment

It is the policy of the College of Lake County that no employee, independent contractor or student shall be subject to sexual harassment. Sexual harassment is a form of sexual discrimination and is intolerable. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

01. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education,

02. submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual, or

03. such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creates an intimidating, hostile, or offensive educational or employment environment, or

04. there is abuse of power as in the case of nonconsensual or consensual relationships between supervisors and subordinates, and faculty/staff and students where violation of authority and duty to the institution has been compromised.

Any employee or student engaging in such prohibited activity shall be subject to disciplinary action up to and including termination from this institution, as determined by administrative or Board action.

This policy applies to acts of sexual harassment of any member of one sex against a member of the opposite, or the same sex at all levels of the college community (i.e., Supervisor-Subordinate, Faculty-Student, Employee-Peer, or Student-Peer).
In cases of alleged domestic violence, dating violence, sexual assault, or stalking:

Immediately contact the Police, Human Resources/Deputy Title IX Coordinator, or your Manager. They will inform each other as well to begin an investigation.

How to file a complaint:

1. To file a complaint, employees should contact the Police, Human Resources/Deputy Title IX Coordinator, or their manager. If it is an emergency or act of dating violence, domestic violence, sexual assault, or stalking, the emergency number should be used by the complainant and Human Resources/Deputy Title IX Coordinator to contact the police.

2. Once the Police, Human Resources/Deputy Title IX Coordinator or the Manager is notified of an allegation, the complaint is formal but the opportunity for an informal resolution remains.

3. In the case of sexual harassment, the Human Resource/Deputy Title IX Coordinator will have the responsibility of starting an investigation as quickly as possible and make every effort to ensure the immediate safety of the complainant. Parties should be notified of the approximate timeframe. Efforts should be made to conclude the investigations within 60 days unless additional time is needed to conduct a more thorough investigation or an appeal is made.

4. The Human Resource/Deputy Title IX Coordinator must contact the accused to give notification of the allegation.

5. If the allegation involves dating violence, domestic violence, sexual assault, or stalking, the Human Resource/Deputy Title IX Coordinator will notify the police immediately. Upon request, the Human Resource/Deputy Title IX Coordinator may choose to allow the police a couple days to investigate without interference but must begin a simultaneous investigation as soon as possible.

6. The investigation must include an interview with the complainant, accused, witnesses, and review of any pertinent documentation or images.

7. The determination of the investigation shall be based on the preponderance of the evidence, i.e. "more likely than not to have occurred," standard. Both parties must be notified of the outcome in writing and should be notified of the right to appeal.

8. Intentionally providing false information from any party may result in disciplinary actions up to and including termination.

Possible outcomes:

1. Violation of the College policies may result in disciplinary actions such as reprimand, written warnings, suspension without pay, and any other form of discipline up to and including termination.

2. Violation of the law may result in financial liabilities and/or criminal charges.

3. Resources may be assigned to ensure the safety of the complainant.
Retaliation:

Retaliation in any form is strictly prohibited by the College of Lake County according to Policy 966. "An employee who is in good faith, reports a suspected violation of law or College policy shall not suffer harassment, retaliation or adverse employment consequence from other employees or the college. An employee who retaliates against someone who has reported a suspected violation in good faith is subject to discipline up to and including termination of employment. Any employee who believes that he/she has been retaliated against after making a good faith report may report this alleged retaliation to the Executive Director of Human Resources or Campus Police Chief."

Confidentiality:

While complete confidentiality cannot be guaranteed during the course of an investigation, every effort will be made to be as discreet as possible and information will be shared on a need to know basis. It is understood that this is very sensitive for all parties and the investigation will be handle in that manner.