

Title IX Investigation and Hearing Process for Employees

1. Complaint Form	2. Complaint Determination	3. Appropriate Measures
<p>The Compliance Form can be obtained from the CCS portal.</p> <ul style="list-style-type: none"> Once the Title IX Office has been notified of a complaint, the Executive Assistant will collect contact information and starts a formal intake form (if one has not been started). The Chief Human Resources Officer will receive the original complaint and Intake form for review. 	<ul style="list-style-type: none"> The Title IX form is reviewed by the Chief Human Resources Officer and a determination of if the complaint is Title IX, harassment, discrimination, etc. A second intake interview with complainant and Title IX Coordinator may be necessary to complete the initial intake form. An explanation of the process is given to the party that is submitting the complaint. 	<ul style="list-style-type: none"> Labor Relations – all faculty or classified related complaints will need to be reported to the union representatives 24 hours in advance of the meeting.
4. Formal Complaint Submitted	5. Investigative Process Begins	6. Investigative Process Ends
<ul style="list-style-type: none"> CCS receives notice of a potential Title IX complaint, and parties can request no action be taken. Supportive measures are offered to both parties regardless of formal action. A formal complaint is submitted by the complainant or Title IX Coordinator and reviewed for Title IX jurisdiction. If it falls outside Title IX, other CCS policies may apply. Both informal and formal resolution options are available. Informal resolution requires agreement from both parties and may not be suitable in all cases. Retaliation by any party, including the complainant or respondent, is strictly prohibited. 	<ul style="list-style-type: none"> Both parties are informed of the investigation. Both parties may have an advisor of their choice, such as a union representative or attorney. If needed, the Title IX Coordinator will provide one at no cost. The investigator interviews parties, collects evidence, and ensures equal opportunities for both parties to present relevant information. The investigator shares a draft report and evidence with both parties for review. Both parties have 10 business days to submit written responses, which are considered before finalizing the report. 	<ul style="list-style-type: none"> Investigations are typically concluded within 90 business days. The investigator submits the final report to the Title IX Coordinator. Delays may occur due to college breaks, difficulties in contacting witnesses or parties, or scheduling conflicts involving Title IX personnel, parties, advisors, or union representatives.

<p>7. Hearing Process Begins</p>	<p>8. During the Hearing & Initial Order</p>	<p>9. Appeals Process</p>
<ul style="list-style-type: none"> • The Title IX Coordinator shares the final report and evidence with both parties and the Conduct Case Manager (CCM). • The CCM assesses the report to determine if disciplinary action is justified. • If disciplinary action is warranted, a hearing is scheduled. * • The Hearing Officer issues a hearing notice to both parties. • The hearing must be scheduled at least 10 business days after the parties receive the final investigative report. 	<ul style="list-style-type: none"> • Advisors for both parties can ask questions of the parties and witnesses during the hearing. • The Hearing Officer reviews all questions for appropriateness before they are answered. • The Hearing Officer drafts an initial decision following the hearing and provides it to both parties simultaneously. 	<ul style="list-style-type: none"> • Both parties can appeal the dismissal of a Title IX complaint, the determination of responsibility, or an employee disciplinary decision. • Appeals must be submitted in writing to the Title IX Coordinator within 21 days of receiving the initial order or dismissal notice. • The Appeals Officer provides the appeal to non-appealing parties, who have 10 business days from receipt to submit written responses addressing the appeal. • The appealing party has 5 business days from receiving responses to submit a written reply addressing the issues raised in the responses to the Appeals Officer.
<p>10. Final Decision</p>		
<ul style="list-style-type: none"> • The Appeals Officer evaluates whether the grounds for appeal are valid, provides reasoning for the decision, and determines if the dismissal is upheld or denied. If applicable, the disciplinary sanctions or conditions may be affirmed, vacated, or amended, with new sanctions determined if needed. • The Appeals Officer will provide the final decision to both parties simultaneously. • All decisions made through this process are final and may only be appealed in court as per RCW 34.05. 	<p>*If respondent is a tenured or probationary faculty member, and the CCM determines that the allegations in the investigation, if true, would warrant respondent's dismissal from college, the matter is referred to the Tenure Dismissal Committee for a hearing.</p>	<p>For more information, please contact Human Resources at:</p> <p>CCS.HumanResources@ccs.spokane.edu (509) 434-5040</p> <p>CCS.TitleIX@ccs.spokane.edu (509) 434-5037</p>