Discrimination Appeal

Administrative Procedure

APPEAL PROCEDURES FOR EMPLOYEES, APPLICANTS, AND STUDENTS

Any person who believes that the WV Northern Community College stated policy of non-discrimination has been violated can seek redress through College procedures.

Employees, including student employees, and enrolled students may appeal administrative decisions, which are believed to be out of compliance with the provisions of this EEO/AA Plan by contacting, personally or in writing, the Human Resource Director for the purpose of explaining the complaint.

A complainant may at any time seek the assistance of the Human Resource Director (Affirmative Action Officer) for assistance with a complaint.

STATUTORY APPEAL PROCEDURES FOR COVERED EMPLOYEES INCLUDING STUDENT WORKERS

Separate from the ordinary campus processes for dispute resolution, some complaints related to employment may be covered by the State Employee Grievance Procedure.

APPEAL PROCEDURES FOR EMPLOYMENT APPLICANTS

Any job applicant or candidate who has a complaint about equal employment rights should contact the Affirmative Action Officer.

1. If the complaint is directed to the Affirmative Action Officer, she shall make an investigation into the matter and respond to the complainant within a period of 10 working days.

2. If the complainant is dissatisfied with the response received from the Affirmative Action Officer, he/she may appeal the matter to the President within 5 working days after the date the response is mailed.

3. In the case of a complaint made directly to the President, or in the case of an appeal to him from the response of the Affirmative Action Officer, the President shall investigate the matter, or have it investigated, and respond to the complainant within a period of 10 working days from the date of the complaint or appeal.

The Human Resource Director has been appointed by the President as the Affirmative Action Officer and the Equal Employment Opportunity Counselor for WV Northern Community College.

Contact Information:
Human Resource Director
WV Northern Community College
Room 125 B&O Building
1704 Market Street
Wheeling WV 26003

1-304-214-8901