

## **Discrimination Appeal**

### **Administrative Procedure**

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

Any person may appeal administrative decisions, which are believed to be out of compliance with the provisions of the Equal Employment Opportunity Commission, or discrimination, by contacting, personally or in writing, Robert Brak, Director of Human Resources and Development, for the purpose of explaining the complaint.

A complainant may at any time seek the assistance of the Affirmative Action Officer for assistance with a complaint.

### **APPEAL PROCEDURES**

Any individual who has a complaint about discrimination and/or equal opportunity rights should contact the Affirmative Action Officer.

1. If the complaint is directed to the Affirmative Action Officer, he/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 or her 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.

### **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.

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

#### **Contact Information:**

Robert Brak  
Director of Human Resources and Development  
WV Northern Community College  
B&O Building  
1704 Market Street  
Wheeling WV 26003

304-214-8901