

Lake Sumter

COMMUNITY COLLEGE

EQUITY ISSUE REPORT AND REQUEST FOR APPOINTMENT

Name: _____ Date: _____

Title (Optional): _____ Department: _____

Purpose: Lake-Sumter Community College is committed to Equal Opportunity and fair treatment for all persons, and compliance with LSCC Board Rules; state and federal statutes; agency regulations; and judicial decisions related to equity (see page 2).

I. Listed below are equity categories, which the College strives to comply with and is required to address. Please place a check mark in the box along side the category(s) that best matches your concern(s). Please use Section II for explaining or clarifying this request. Note: More than one category may be checked.

A. Discrimination

Age

Hiring

Disability

Race

Employment

Salary

Gender

Other

B. Sexual Harassment

II. In the space below, describe the situation(s), showing date(s) and time(s) that support the above concern(s). Also, attach supporting documentation, if available.

Appointment request: Preferred: Date: _____ Time: _____

Alternate: Date: _____ Time: _____

*Please note that a request for an appointment is a fact gathering process to determine equity issues regarding the concerns expressed. Please insert a completed copy of this form in an envelope and place in the Equity mailbox #38 in the Administration Building. You will be contacted within five (5) working days regarding your request for an appointment. Questions or assistance required to complete this form may be directed to Christyne B. Hamilton, Special Advisor to the President at ext. 3592.

Signature

Date

Statutory, Legal References and Board Rules

Lake Sumter Community College:

- A. Board Rule – Equity No. 2.02
 - 1. The District Board affirms adherence to Equal Access/Equal Opportunity in accordance with the provisions of the Florida Equity Act and all other relevant state and federal laws, rules, and regulations
 - 2. Discrimination based on race, national origin, sex, age, veteran status, disability, or marital status against a student or an employee is prohibited.
- B. Board Rule – Sexual Harassment No. 2.06
 - 1. Sexual harassment is a form of discrimination that violates Title VII of the Civil Rights Act of 1964. The law defines sexual harassment as any form of unwelcome sexual advances or requests for sexual favors, or any conduct of a sexual nature when such conduct creates to a reasonable person an intimidating or offensive working or educational environment.
- C. Administrative Procedure-Discrimination/Harassment/Sexual Harassment Grievance for Employees PRO2-07
 - 3. (A) Grievance Process – In the event that an employee feels that she or he has been the subject of harassment or discrimination, the complainant should within sixty (60) workdays from the date of the alleged event, discuss the offensive conduct with the Equity Officer.
- D. Administrative Procedure – Hiring Procedures PR5-14
 - A. (3) The hiring process provides an opportunity for the College to move toward meeting/exceeding its equity goals.

State of Florida Statutes – F.S. 1012.86:

- A. Community College Employment Equity Accountability Program requires an annual equity update on equity issues for employees.

Federal Statutes:

- A. The Age Discrimination in Employment Act of 1967 (ADEA) prohibits discrimination against individuals 40 years of age or older.
- B. The Americans with Disabilities Act makes it illegal to discriminate in hiring, in job assignments, and in the treatment of employees because of a disability.
- C. The Equal Pay Act of 1963 requires that an employee's gender not be considered in determining salary (equal pay for equal work).