

Assurances

CIVIL RIGHTS GRIEVANCE PROCEDURES **(Title VI and VII, Title IX, Age Discrimination Act, Section 504, and Americans with Disabilities Act)**

Mineral Area College is committed to the concept of equal opportunity in the hiring of new employees, the training, promotion, and retention of those employed, in wage and salary determinations, seniority, and retirement practices.

Students, employees, and the public have the right to file a formal complaint alleging noncompliance with regulations outlined in Title VI and VII of the 1964 Civil Rights Act, Title IX of the Educational Amendments of 1972, Age Discrimination Act of 1975, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, and the ADA Amendments Act of 2008.

Retaliation of any kind against anyone making an allegation of discrimination, against anyone involved in the investigation, or against anyone involved in the decision regarding corrective and/or disciplinary action is prohibited, and shall result in disciplinary action against the retaliator. False charges will be treated as serious offenses and may result in disciplinary action.

LEVEL ONE – Immediate Supervisor / Administrator / Access Office

(Informal and Optional; may be bypassed by the grievant)

Employees with a grievance of discrimination on the basis of gender, race, national origin or disability may first discuss their concern with their immediate supervisor, their Administrator, or the Access Office with the objective of resolving the matter informally.

Students with a complaint of discrimination on the basis of gender, race, national origin or disability may discuss the area of concern with the instructor or employee involved, the Dean of Students, or the Access Office.

Other individuals from the **public** may discuss a grievance with the coordinator of the event or the Access Office.

LEVEL TWO – Title VI and VII, Title IX and Section 504 of the Rehabilitation Act, and the Americans with Disabilities Act Coordinator

If the grievance is not resolved at level one and the grievant wishes to pursue the grievance, they may formalize it by filing a written complaint on a Compliance Violation Form, which may be obtained from the Title VI and VII, Title IX, Age Discrimination Act of 1975, Section 504, and Americans with Disabilities Act Coordinator. The Dean of Students

shall act as Coordinator for student issues. The Human Resources Director shall act as Coordinator for employee issues.

Dean of Students
Academic Hall 1100
573-518-2262

Human Resources Director
Academic Hall 1017
573-518-2378

The complaint shall state the nature of the grievance and the remedy requested. The filing of the formal, written complaint at level two must be within fifteen (15) working days from the date of the event giving rise to the grievance(s) or from the date the grievant(s) could reasonably become aware of such occurrence. The grievant(s) may request that a meeting concerning the complaint be held with the Title VI and VII, Title IX, Age Discrimination Act of 1975, Section 504 and Americans with Disabilities Coordinator. A minor student may be accompanied at the meeting by a parent or guardian. The Title VI and VII, Title IX, Age Discrimination Act of 1975, Section 504 and Americans with Disabilities Act Coordinator shall investigate the complaint and attempt to solve it. A written report from the Compliance Office regarding action taken will be sent within fifteen (15) working days after receipt of the complaint.

LEVEL THREE – President of the College

If the complaint is not resolved at level two, the grievants may proceed to level three by presenting a written appeal to the President of the College within ten (10) working days after the grievant(s) received the report from the Title VI and VII, Title IX, Age Discrimination Act of 1975, Section 504 and Americans with Disabilities Coordinator. The grievant(s) may request a meeting with the President or his/her designee within ten (10) working days after receiving the written appeal.

LEVEL FOUR – Board of Trustees

If the complaint is not resolved at level three, the grievants may proceed to level four by presenting a written appeal to the President of the Board of Trustees within ten (10) working days after the grievants receive the report from the President of the College. The grievants may request a meeting with the Board of Trustees at their next regularly scheduled meeting. The Board may hear the appeal or affirm the decision of the president without a meeting with the grievant(s). The grievant(s) will be notified in writing of the Board's decision within ten (10) working days after the Board of Trustees action.

This procedure in no way denies the grievant(s) the right to file formal complaints with the Missouri Civil Rights Commission, the U.S. Office for Civil Rights, the Equal Employment Opportunity Commission, the U.S. Department of Justice, or other agencies available for mediation or rectification of rights grievances, or to seek private counsel for complaints alleging discrimination.

Updated with personnel and office locations – October 1, 2025