

POLICIES & PROCEDURES

Equal Opportunity/Non-Discrimination Grievance Procedure

City University of Seattle subscribes to the principles and laws of individual states and the federal government, including applicable Executive Orders that pertain to civil rights, equal opportunity, and affirmative action.

City University of Seattle prohibits discrimination on the basis of race, gender, religion, age, national or ethnic origin, physical, mental or sensory disability, marital status, sexual orientation, and status as a veteran. The policy regulates the recruitment, employment, and retention of faculty and staff and the operation of all University programs, scholarships, loans, activities, and services.

City University of Seattle has created the following procedure to provide an effective and acceptable way to bring to the University's attention any equal opportunity/non-discrimination, disciplinary or conduct-related problems and complaints. The procedure helps identify and eliminate legitimate causes for dissatisfaction and enables students, faculty and staff to file a grievance without fear of retribution or prejudice. The procedure is separate from and applies to all issues other than grades.

Evidence of practices that are inconsistent with this policy should be reported to the Human Resources Office. If a situation warrants further administrative assistance, after using City University of Seattle's grievance procedure and appeals conciliation process, public resources are available through the U.S. Department of Education, the U.S. Office of Civil Rights, and the Washington State Human Rights Commission.

The grievance filing procedures are as follows:

1. The aggrieved party contacts the Director of Human Resources or appropriate designee as soon as a problem is recognized.
2. The aggrieved party and the Director of Human Resources or appropriate designee meet where an appropriate form is provided for the aggrieved party.
3. Once the form is completed, the Director of Human Resources or appropriate designee conducts an investigation and prepares a report of findings.
4. The Director of Human Resources or appropriate designee reviews the findings with the aggrieved party's department head and the University's management team.
5. Within 10 days the outcome of these reviews will be shared with the aggrieved party.
6. In the event of any apparently irreconcilable conflict, a three-person board comprised of non-involved management, supervisory staff and a member of one's peer group will be appointed to review the grievance and attempt conciliation. The board's written recommendation, of which the aggrieved party will receive a copy, will be prepared within 10 additional working days for review by the President of the University.

7. When the appropriate action has been determined, all parties involved will be informed of the decision in writing. Finally, a follow-up procedure will be developed to ensure the action that was agreed upon is carried out accordingly.

Documentation of all proceedings will be held in strictest confidence and maintained in a confidential file.

It is the responsibility of all City University of Seattle employees to refer a student grievance to the Director of Human Resources or appropriate designee for compliance with this procedure.

Substance Abuse Policy

The goal of City University of Seattle's substance abuse policy is to ensure that the University and all its locations are free of illegal drug use, alcohol abuse or illegal drug activity. All City University of Seattle employees, faculty, staff and students will be provided with a complete copy of this policy. From time to time, drug-related educational materials and programs will be offered to enhance your awareness of the facts about alcohol abuse, as well as illegal drugs and the consequences of their use. Materials and programs also will describe the alternatives available to you in the event that you are or may become involved with drugs and feel the need for professional assistance. The University's typical response to voluntary requests for assistance is summarized in the policy. The policy's legal basis is the Federal Drug-Free Workplace Act of 1988, and Drug-Free School and Communities Act-Higher Education, Drug-Free Schools and Campuses, August 16, 1990. These laws and this policy apply to all City University of Seattle employees, faculty, staff and students, full-time, part-time and on-call. City University of Seattle is required by strict mandate of the Department of Education to implement and enforce these regulations.

Disclosure of Campus Security Policy & Campus Crime Statistics Act

City University of Seattle is a private nonprofit institution of higher education. Its mission to provide educational opportunities world wide, primarily to segments of the population not being fully served. City University of Seattle is committed to the safety and security of its entire faculty, staff and students. In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the university is dedicated to the accurate and timely dissemination of all crime statistics and security related information to our constituents. The annual report containing campus and non-campus crime statistics and related information may be accessed at www.cityu.edu. Paper copies are available upon request by calling our Human Resource Department at 1.800.426.5596, extension 7613.

Equal Opportunity, Drug and Grievance Policies — By signing this form I confirm that have read and understand the above equal opportunity, drug, grievance, and campus security policy statements.

I hereby certify that the information I have provided on this application is accurate and complete to the best of my knowledge.