



Lake Sumter State College

EQUITY ISSUE REPORT AND REQUEST FOR APPOINTMENT

Name: _____ Date: _____

Title (Optional): _____ Department: _____

Purpose: Lake-Sumter State College is committed to Equal Opportunity and fair treatment for all persons, and compliance with LSSC Board Rules; state and federal statutes; agency regulations; and judicial decisions related to equity. The lack of English skills shall not be a barrier to admission or participation in activities and programs. (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). Also, you may use Section II for explaining or clarifying your request and/or concern.

Note: More than one category may be checked.

A. Discrimination

Age

Sex

Disability

Gender

Race/Ethnicity

Marital Status

Employment

Genetic Information

Religion

Pregnancy

Sexual Harassment

Other

B. Title IX – Violence Against Women Act

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 plastic bin next to the Equity Office Room #114 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, Equity Officer at **352-365-3592**.

Signature

Date

LAKE-SUMTER STATE COLLEGE EQUITY ISSUE REPORT

Relevant Board Rules & Legal References

A. Board Rule No. 2.02 – Equity

1. The District Board affirms adherence to equal access/equal opportunity in accordance with the provisions of the Florida Educational Equity Act (FS 1000.05) and all other relevant state and federal laws, rules, regulations, and executive orders.
2. Lake-Sumter State College is committed to non-discrimination based on race, color, sex, ethnicity, gender, national origin, age, disability, genetic information, marital status, veteran status, religion, sexual orientation and political affiliation. This commitment applies in all areas to applicants, visitors, students, faculty, administrators, staff and others affiliated with the College.
3. The President shall provide equal access and equal opportunity for all services made available by the College and to conduct all employment programs, policies and practices and educational programs, training and activities in a non-discriminatory manner.
4. The President shall provide for hearing and responding to complaints dealing with alleged discrimination/harassment made by an employee, a student, an outside contractor, or an applicant for employment or admission to the College.
5. The District Board intends that a prompt and equitable resolution of an allegation be reached through a procedure (process) that is free of coercion, interference, restraint, discrimination, harassment or reprisal and that affords the complainant adequate opportunity to resolve the complaint.
6. Board Rule 2.02 specifically covers pregnancy and Title IX – Violence Against Women Act.

B. Board Rule No. 2.06 – Sexual Harassment

1. Sexual harassment is a form of discrimination that violates Title VII of the Civil Rights Act of 1964.
2. Florida Statute 1000.05, which may be cited as the “Florida Educational Equity Act,” states that “discrimination against students and employees in the Florida K-20 public education system (is) prohibited.”
3. 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, or interferes with work performance or educational opportunities. Sexual harassment can be physical (touching, gesturing), verbal (requests for a date or favors, lewd sounds, jokes), or visual (photos, posters); and the victim does not have to be of the opposite sex.
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7. Reporting, Investigation and Resolution:
 - a. A complaint of sexual harassment may be filed at any time and shall be immediately investigated. If such harassment is found to exist, a prompt resolution of the matter shall take place. The confidentiality of allegations of sexual harassment shall be protected to the fullest extent possible.
 - b. Information on proper procedures for investigation and resolution of a sexual harassment complaint can be found in the Administrative Procedures Manual, PRO 2-07 [located online at: <http://lssc.edu/staff/Documents/Rules-Procedures/LSSCAdministrativeProceduresManual.pdf>]. The time limit for filing a discrimination complaint of any kind with the Equal Employment Opportunity Commission (EEOC) is 180 days after the violating act. A complaint of discrimination must be filed with the Florida Commission of Human Relations within 365 days of the violating act (see Florida Statutes 760.11).
 - c. Students, employees and third parties are encouraged to promptly report complaints of sexual harassment to: Lake-Sumter State College, 9501 U.S. Highway 441, Leesburg, FL 34788-3950

Christyne B. Hamilton, Equity Officer
Williams Johnson Administration Building
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352/365-3592

Fran Pistilli, Director, Human Resources
Williams Johnson Administration Building
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352/323-3680

C. Federal & State Statutes

1. Title VII, Civil Rights Acts of 1964 *prohibits employment discrimination based on race, color, religion, sex and national origin. The Act may be read in its entirety at: <http://www.eeoc.gov/laws/statutes/titlevii.cfm>.*
2. The “Florida Educational Equity Act” (Florida Statutes 1000.05) prohibits discrimination on the basis of race, ethnicity, national origin, gender, disability, or marital status, against any student or employee in the Florida K-20 public education system. The Statute may be read in its entirety at: <http://www.leg.state.fl.us/statutes>.
3. The Age Discrimination in Employment Act of 1967 (ADEA) prohibits discrimination against individuals 40 years of age or older and Age Discrimination Act of 1975 for all ages requesting an opportunity to participate in any program or activity receiving federal financial assistance.
4. The ADA Amendments Act of 2008 prohibits discrimination based on a physical or mental impairment that substantially limits one or more major life activities of such individual; a record of such an impairment; or being regarded as having such an impairment.
5. The Equal Pay Act of 1963 requires that an employee’s gender not be considered in determining salary and the Fair Pay Act of 2011 (equal pay for equal work).
6. The federal mandates prohibiting discrimination in public accommodations (Title II), employment (Title VII), programs and activities receiving financial assistance (Title VI), or discrimination on the basis of sex in federally assisted educational programs and activities (Title IX of the Education Amendments of 1972)
7. GINA prohibits discrimination based on Genetic Information and not on the basis of manifested conditions.