

**CHAPTER 2: Administration and General Institution  
ADMINISTRATIVE PROCEDURE NO. 2.19.2 (AP 3410, 3435)**

**ADMINISTRATIVE PROCEDURE  
San Mateo County Community College District**

**Subject:** AP 2.19.2 Discrimination and Harassment Investigations  
**Revision Date:** 12/12; 6/13; 4/15  
**References:** Education Code Section 66281.5; Government Code Section 12950.1; Title 5 Sections 59320, 59324, 59326, 59328 and 59300 et seq.; 34 Code of Federal Regulations Section 106.8(b)

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1. Since failure to report harassment, discrimination and bullying impedes the District's ability to stop the behavior, the District strongly encourages anyone who believes they are being harassed, discriminated against or bullied to file a complaint. The District also strongly encourages the filing of such complaints within 30 days of the alleged incident. While all complaints are taken seriously and will be investigated promptly, delay in filing impedes the District's ability to investigate and remediate.
2. All supervisors and managers have a mandatory duty to report incidents of harassment, discrimination and bullying; the existence of a hostile, offensive or intimidating work environment; and acts of retaliation.
3. The District will investigate complaints involving acts that occur off campus if they are related to an academic or work activity.

Further information on discrimination and harassment investigations can be viewed at:

[https://smccd-  
public.sharepoint.com/humanresources/Policies%20and%20Procedures/San%20Mateo%20County%20C  
ommunity%20College%20District%20Procedure%20on%20Unlawful%20Discrimination.pdf](https://smccd-public.sharepoint.com/humanresources/Policies%20and%20Procedures/San%20Mateo%20County%20Community%20College%20District%20Procedure%20on%20Unlawful%20Discrimination.pdf)