Faculty's Working Environment

Fairness for Faculty and staff

Faculty, administrators, and staff are integral parts of Woodmont College's operations. Like all employees at Woodmont, they can expect to be treated professionally, respectfully, and fairly. This includes being paid on time and working in a safe environment without harassment, discrimination, or violence. Similarly, faculty and staff are expected to treat students and each other with respect and refrain from harassment, discrimination, and violence.

Woodmont College complies with federal anti-discrimination laws, and people are employed without discrimination on the basis of race, color, sex, sexual orientation, religion, creed, national origin, age, veteran status, or disability unrelated to job requirements.

If faculty, administrators, or staff think their rights have been violated, they may file a grievance. Grievances should be sent by email to <u>chana.prero@woodmontcollege.edu</u>, Dean and Woodmont College's Title IX coordinator. If the Dean does not address the grievance, it should be sent to Tzipora Klaver, the college director, <u>director@woodmontcollege.edu</u>. If she does not address it, the grievance should be sent to the chair of the Board of Directors at <u>bmqchair@woodmontcollege.edu</u>.

Once the internal grievance procedures have been exhausted, someone with a grievance can contact the Florida Board of Education and the federal government, when appropriate.

Financial Aid

For complaints related to financial aid, please contact:

Office of Student Financial Assistance Florida Department of Education 325 West Gaines Street, Suite 1314 Tallahassee, FL 32399-0400 Telephone: 1-800-366-3475 Website: <u>http://www.floridastudentfinancialaid.org/</u> E-mail: <u>OSFA@fldoe.org</u>

Or

Federal Student Aid Ombudsman U.S. Department of Education 830 NE First Street, Fourth Floor Washington, DC 20202-5144 Telephone: 1-877-557-2575 Fax: 202-275-0549 Website: <u>https://studentaid.ed.gov/sa/repay-loans/disputes/prepare/contact-ombudsman</u>

Public Complaints

There are additional state and federal agencies and organizations for filing complaints after all recourses at the college level have been exhausted and you believe your complaint warrants additional investigation. These include:

For student and general public complaints alleging discrimination, contact:

Office for Civil Rights, U. S. Department of Education Atlanta Office 61 Forsyth St. S.W., Suite 19T70 Atlanta, GA 30303-3104 Telephone: 1-800-421-3481 Fax: 404-562-6455 TDD: 877-521-2172 E-mail: OCR.Atlanta@ed.gov

Employment Complaints

Florida Commission on Human Relations 2009 Apalachee Parkway Oakland Building, Suite 100 Tallahassee, FL 32301-4857 Telephone: 850-488-7082 Fax: 850-488-5291 Website: <u>http://fchr.state.fl.us</u> E-mail: <u>fchrinfo@fchr.myflorida.com</u>

Also:

U. S. Equal Employment Opportunity Commission Miami District Office One Biscayne Tower, Suite 2700 Miami, FL 33131 Telephone: 1-800-669-4000 Fax: 305-808-1855 TTY: 1-800-669-6820 Website: <u>https://www.eeoc.gov/field-office/miami/location</u>

Disability or Accessibility Complaints

For complaints related to disability or accessibility:

Disability Rights Section, Civil Rights Division U.S. Department of Justice 950 Pennsylvania Ave., NW Washington, D.C. 20530 Telephone: 1-800-514-0301 Fax: 202-307-1198 TTY: 1-800-514-0383 Website: <u>http://www.justice.gov/crt/</u>

Lastly, you also have the right to obtain services of an attorney at your expense.

(https://www.fldoe.org/schools/higher-ed/fl-college-system/about-us/complaints.stml)