

**LONE STAR COLLEGE SYSTEM DISTRICT  
BOARD POLICY MANUAL  
Fourth Edition**

Using the College's internal complaint processes does not prohibit an individual from filing a complaint with these agencies. Employees also have the right to file a complaint with local law enforcement. Filing a criminal complaint will not preclude any individual from participating in an internal College complaint process as provided herein.

**IV.E.1.8. Compliance and Training**

The College expects the Office of the General Counsel, Office of Governance, Audit, and Compliance, and the Office of Human Resources to coordinate efforts to comply with this policy and to conduct any investigation in accordance with applicable laws. The College provides training consistent with Texas and federal law to (1) new and existing employees regarding their protections under federal and state discrimination laws and the College's related policies and complaint procedures; and (2) all employees, especially supervisory personnel, regarding the College's non-discrimination obligations.

**IV.E.1.9. Ethics Hotline**

The College is committed to an environment where open, honest communications are the expectation, not the exception. The College encourages employees to feel comfortable in approaching their supervisors or administration (Human Resources, OGAC, OGC, etc.) when employees believe violations of Board Policy or Chancellor Procedures have occurred. The College makes available, however, an anonymous hotline for employees to report College policy and procedure violations. The hotline, EthicsPoint, is hosted by a third-party hotline provider. Employees are encouraged to submit reports relating to violations, request guidance related to policies and procedures, and provide positive suggestions and stories.

**IV.E.2. Family and Medical Leave Act Rights Policy**

**IV.E.2.1. Policy**

The College complies with the Family and Medical Leave Act of 1993 (FMLA). FMLA is intended to allow employees to balance their work and family life by taking reasonable leave for medical reasons that include: the birth, adoption, or foster care of a child; the care of a child, spouse, or parent with a serious health condition; or the employee's own serious health condition. Accrued paid leave and Workers' Compensation leave, if applicable, are used concurrently with FMLA leave.

This policy is implemented through Chancellor's Procedures that comply with the FMLA, implementing regulations, and applicable state law.

**IV.E.3. Employee Disability Rights**

**IV.E.3.1. Policy**

The College recognizes and supports principles set forth in federal and state laws designed to eliminate employment discrimination against qualified individuals with disabilities. The College provides reasonable workplace accommodations for eligible, qualified employees

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as required by law. The College communicates and makes available the Chancellor's Procedures for prompt and equitable implementation of reasonable workplace accommodations for qualified individuals.

**IV.E.3.2. Employee Responsibility to Request Accommodation**

The College does not presume that an employee's physical or mental impairment will necessarily cause any limitations to an employee's ability to perform his or her job duties. Employees are responsible for identifying themselves as individuals requesting accommodation based on a qualifying disability. Employees must direct accommodation requests to the College's chief human resources officer (CHRO) or designee. The Chancellor's Procedures describe the accommodation request process in detail.

**IV.E.3.3. Requests for Accommodation Reconsideration or Revision and Discrimination Complaints**

**(a) Accommodation Reconsideration or Revision.** Employees may request that the CHRO or designee reconsider denied accommodations or College-proposed accommodations. Employees may also request revisions to their current accommodations.

**(b) Discrimination Complaints.** Employees who believe they are being unlawfully discriminated against because of disability are encouraged to report the incident(s) in the manner described in policy section Prohibited Unlawful Discrimination and Harassment. The same policy protections apply. Employees may also file a complaint, at any time, with the regional Office for Civil Rights at the U.S. Department of Education, Equal Employment Opportunity Commission, or the Texas Workforce Commission.

**IV.E.3.4. Discrimination Retaliation or Coercion Prohibited**

No College employee may discriminate against any individual because that individual has opposed any act or practice made unlawful by applicable laws, or because that individual made or submitted a complaint or charge, testified, assisted, or participated in any manner in an investigation, proceeding, or hearing under any applicable law. No College employee shall coerce, intimidate, threaten, or interfere with any individual in the exercise or enjoyment of, or on account of his or her having exercised or enjoyed, or on account of his or her having aided or encouraged any other individual in the exercise or enjoyment of, any right granted or protected by any applicable law.

Employees who believe they are being unlawfully retaliated against or coerced because of disability are encouraged to report the incident(s) in the manner described in policy section Prohibited Unlawful Discrimination and Harassment. The same policy protections apply.

**IV.E.3.5. Responsible Employee Designation**

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The College designates the CHRO as the employee responsible for coordinating the College's efforts to comply with and carry out its responsibilities under applicable employment disability laws.

**IV.E.3.6. Confidentiality and Records**

Employee disability records are confidential. The Office of Human Resources is responsible for collecting and maintaining employees' disability-related documentation. These records are kept in separate, secure files accessible only by the Office of Human Resources. Human Resource Offices located at the colleges must securely forward all disability records to the System Office for confidential storage. Disability-related information is shared only when necessary as deemed by the College. Limited information may be disclosed to appropriate parties in a health or safety emergency if knowledge of the information is necessary to protect the health or safety of the employee or other individuals.

**IV.E.3.7. Expressing Breastmilk Policy**

The College complies with applicable federal and state laws regarding an employee's right to express breastmilk in the workplace and prohibits discrimination under this policy. The College supports the practice of expressing breastmilk and makes reasonable accommodations for the needs of these employees. Supervisors shall provide a reasonable amount of break time for an employee each time the employee needs to express the milk. Employees shall be provided a place, other than a multiple user bathroom, that is shielded from view and free from intrusion from other employees and the public. Employees who believe they are being unlawfully discriminated against under this policy are encouraged to report the incident(s) in the manner described in policy section Prohibited Unlawful Discrimination and Harassment. The same policy protections apply.

**IV.E.4. Employee Military Service Rights**

**IV.E.4.1. Policy**

The College follows the Uniformed Services Employment and Re-employment Rights Act of 1994 (USERRA) and state and federal law applicable to military service. The College does not deny employment, reemployment, employment retention, promotion, or any other employment benefit on the basis of an employee's uniformed service application, membership, performance, or obligation. The College does not discriminate against or take any adverse employment action against any employee because such person has taken action to enforce protections afforded any person under USERRA, has testified or otherwise made a statement in or in connection with any proceeding under USERRA, has assisted or otherwise participated in an investigation under USERRA, or has exercised a right provided for in USERRA.

**IV.E.4.2. Definitions**

**(a) Uniformed Service** means the Armed Forces, the Army National Guard and the Air National Guard when engaged in active duty for training, inactive duty training, or full-time National Guard duty, the commissioned corps of the Public Health Service, and any