

**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
Addendum to Sexual Harassment/Discrimination Complaint Form**

CONFIDENTIAL

(This form is to be completed by the Assistant Vice Chancellor of Human Resources.)

In your opinion, does the complaint have merit and fall within the definition of the VCCCD sexual harassment/discrimination policy? Yes No

If no, please explain:

If yes, describe your course of action, including who, if someone other than you, will investigate:

Please outline the feedback you provided to the complainant about the complaint:

What specific timelines have been set for completion of the investigation and reaching a resolution?

Signature of Asst. Vice Chancellor of Human Resources

Date

Signature of Vice Chancellor of Human Resources

Date