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Gateway Technical College Campus Security

The Kenosha Campus, 3520-30th Avenue, has five building and serves as not only an academic campus but as the location of the Gateway District Offices. The Horizon Center, 4940 88th Ave, is an off-site location for the campus. The campus features 27 Associate Degree options, as well as numerous Advanced Technical Diplomas and certificates.

College practices advise that whenever a campus community member needs assistance with an incident that poses a threat to persons or property, 911 must be utilized to address the immediate need.

The dean of campus affairs serves as the campus administrator responsible for the safety and security of the campus and assures that campus security is maintained to a high standard. The 30th avenue location houses the office of campus security (Academic Building-A111.) Campus security is staffed by a private security firm. Officers do not have arrest powers and will contact local law enforcement whenever assistance is needed with a situation or criminal act. Campus security has the primary responsibility for security services for all campus buildings including the Horizon Center. Security performs the function of patrolling the campus, serving as the designated first responders for medical emergencies, monitoring of campus video security system, the point of contact for the campus community and enforcement of college policies and procedures.

Campus security's relationship with the campus community is vital to a safe and secure campus. The quality of services and response is dependent on an active participation of the community and an on-going effort in providing feedback on the department's efforts. In response, all members of the community should expect to be treated in a courteous and professional manner by the campus security officers.

Please help us improve our security efforts by directing compliments and concerns to the attention of the dean of campus affairs for the campus.

The task of maintaining a safe environment cannot be accomplished without the assistance and cooperation of the entire campus community. Safety is a shared responsibility that involves members of the community and campus security working cooperatively to solve problems and proactively address issues that will reduce the likelihood of crime occurring on our campus. This report provides information about safety and security programs and services available at Gateway Technical College.

Posted later in this report are the crime statistics on the incidents that have occurred within the area defined by The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act ("the Clery Act".) These reported statistics include those received from local municipal police for the public areas immediately adjacent to the campus.

We hope you will find this report valuable. Please review the information carefully. Personal safety is a shared responsibility of the college and its students and visitors. We need your assistance in helping to make our campus a safe environment. If you have any question or suggestions about security at

Gateway Technical College, please feel free to contact your dean of campus affairs at 262-564-3218 or by sending an email to flynnng@gtc.edu.

The Clery Act

The Campus Security Act requires institutions of higher education to publish an annual report every year that contains three years of campus crime statistics, advises the campus community of certain campus security policies. Additionally, the act defines the requirements of providing the campus community with “timely warnings” of identified crimes that pose an ongoing threat to the campus community, the maintenance of a public crime log of incidents that have been reported to the college and disclose any security agreements with state and/or local law enforcement.

The Gateway Technical College director of security is responsible for the reporting of crime statistics and the preparation of the annual report. Statistics are gathered from campus security reports and local law enforcement agencies (Kenosha Police Department.)

We encourage members of the campus community to use this report as a guide for safe practices. It is available on the web at <http://www.gtc.edu>. Annually, each member of the college community receives an email that announces the publication of the report and the link to access the report. If a paper copy of the report is required contact the dean of campus affairs at 262-564-3218, office A110 in the academic building or mail to dean of campus affairs, Gateway Technical College, 3520 30th Ave, Kenosha, WI, 53144.

Community members wishing to view the crime log may do so during business hours in the dean of campus affairs office, A110, Academic Building.

Criminal Offense-On Campus	2010	2011	2012
Murder/Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex Offenses-Forcible	0	0	0
Sex Offenses-Non-Forcible	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	1
Burglary	1	0	1
Motor Vehicle Theft	0	0	0
Arson	0	0	0

Gateway Technical College did not record any Hate Crimes for the years reported in the chart.

Location Definitions from the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act On-Campus: (1) Any building or property which is owned or controlled by an institution within the same reasonably contiguous geographic area used by the institution in direct support of, or in a manner related to , the institution’s educational purposes, including residence halls; and (2) Any

building or property that is within or reasonably contiguous to the area identified in paragraph (1), that is owned by the institution, but controlled by another person, is frequently used by students and supports institutional purposes (examples include food or retail vendor.)

Criminal Offense-Public Property	2010	2011	2012
Murder/Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex Offenses-Forcible	4	4	0
Sex Offenses-Non-Forcible	0	0	0
Robbery	0	0	0
Aggravated Assault	1	2	1
Burglary	0	0	0
Motor Vehicle Theft	1	0	1
Arson	0	0	0

Gateway Technical College did not record any Hate Crimes for the years reported in the chart.

Non-Campus Building or Property: (1) Any building or property owned by a student organization that is officially recognize by the institution; or (2) Any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution. Public Property: All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus or immediately adjacent to land accessible from the campus. Reported crime statistics do not include crimes that occur in privately owned homes or businesses on adjacent to Gateway Technical College's campus.

All crimes are defined by the National Incident Reporting System of the Uniform Crime Reporting Program.

Incident and Crime Reporting

Gateway Technical College utilizes a web based product *Maxient* for reporting campus crimes and incidents. The *Maxient* system allows the campus community 24/7 access to the reporting process. All community members are encouraged to complete a report for any incidences that they may be a victim of or a witness to.

If a reporter wished to remain anonymous they may do so, however, the college requests, if at all possible, that the reported identify themselves. By doing so, the college will be able to obtain any additional information necessary to investigate the incident. The college will make every effort to limit the release the identification of persons reporting incidents, however, total anonymity cannot be guaranteed.

The Clery Act does allow information, received by a college professional counselor in confidence, to not be reported without the reporter's permission. Professional counselors, if and when they deem it appropriate, are encouraged to inform reporters they are counseling of the procedures to report an incident or crime to the college for inclusion in the annual disclosure of crime statistics. A Professional Counselor is defined as: a person whose official responsibilities include providing mental health counseling to members of the institution's community and who is functioning within the scope of her/her license or certification. All reporters who are reporting a crime will be encouraged to report the crime to local law enforcement. College security and administrative personnel will assist any reporter with the process.

Timely Warning Notification

Gateway Technical College will issue a "timely warning" notice whenever a Clery crime or hazardous situation has been confirmed by the college and is considered to pose a serious or continuing threat to students, employees or property. Timely warnings may be issued for the following crime classifications: aggravated assault, arson, burglary, criminal homicide, motor vehicle theft, robbery and sex offenses. The director of security, dean of campus affairs or member of the executive leadership council will review all reported incidents to determine if there is an on-going threat to the campus community. If it is determined that an incident rises to the "timely warning" level, the college will typically utilize Gateway Technical College's ALERT-ME system to notify the campus community.

Other means of notification may be utilized, as the primary or secondary means, if the activator determines that the distribution of the information will be enhanced by other means.

ALERT-ME

The ALERT-ME system is an electronic communications system that will transmit "timely warnings" to all active Gateway Technical College students and staff to their college email. The message will also transmit a ribbon message to all college owned computers that are actively log onto the college's informational network and to selected wall mounted *ALERTUS* beacons located throughout college own/operated buildings. Additionally, all persons who have self-enrolled in the ALERT-ME system will receive an email message to their private email account and/or text message via their cell phone. Once an ALERT-ME message has been transmitted supplemental information may be posted to the SAFETY page of the college's website. To enroll in the ALERT-ME system or find additional information check the Security web page of the college's website.

An annual operational test of the ALERT-ME system is conducted on the all staff in-service day that is held in October of each calendar year.

Co-located with the *ALERTUS* beacons are building maps that display the location of building egress routes, location of fire extinguishers, fire alarm pull stations and defibrillators.

In the event of severe weather campus locations have been identified with a wall mounted “flag” sign holder as weather refuge areas.

Emergency procedure “flip-charts” are distributed throughout the buildings. These documents have been created to provide a template for the response to emergency situations. Procedures have been developed to assist in coordinating a response to an emergency situation. Note: The college is not able to anticipate all possible scenarios, as such this document should be utilized as a guide when a situation arises that is not directly covered by the identified procedures.

Emergency Response Plan

Gateway Technical College has and publishes an Emergency Response Plan (ERP) for the campus. The document is available on the SAFETY web page of the college’s website.

The ERP provides the framework for the college’s response to incidents that occur on campus. The ERP describes the classification of emergencies into Minor, Major and Disaster. When an incident occurs, the college president, or the president’s designee, will determine the classification of the incident and level of the college’s response.

When the ERP is initiated two response teams are activated. The first team will be campus based team that is responsible for directly addressing the incident. The second team is district based and will be responsible for supporting the efforts of the campus based team. All plans have been formulated utilizing the National Incident Management System (NIMS.) By utilizing NIMS the college is positioned to integrate its response with that of the local first responders. Gateway Technical College administrative staff members receive annual ERP training. On-going drills and an annual (minimum) ERP exercise (table top or actual exercise) are conducted to train and test the policies and process that have been established in the ERP. Staff members who have been identified in leadership roles of the ERP have been trained in Incident Command. If a serious incident occurs that causes and immediate threat to the campus local first responders will be called to the campus to handle the response to the incident.

Evacuation Procedures

Gateway Technical College regularly conducts fire drills requiring evacuation of its facilities. These drills, conducted on a monthly basis, are both announced and unannounced. These drills are used to:

Familiarize community members to the audible and visible evacuation signals and the exit routes available to use in the event of a fire or other situation that may require immediate evacuation;

Evaluate the performance of the employees and the evacuation procedures for effectiveness.

Evacuation is mandatory for all individuals when the fire alarm is sounding. Anyone who fails to evacuate may face disciplinary action. Once a fire alarm sounds, do not assume that a fire alarm is a drill or false alarm. Remain calm and evacuate the facility. Remember to follow the instruction of the emergency responders. If you have any information regarding the alarm, present that information immediately to the responding emergency personnel. While evacuating, remain attentive for dangerous or criminal activity that may be associated with the evacuation notice. If you require assistance with evacuating the building you must notify campus security by calling 2208 or by utilizing the call boxes at the top of the stairwells. Do not re-enter the facility until authorized by a member of the campus facilities department or a public service official.

Gateway Technical College does not have any residential facilities on its campus. As such, the college does not include fire statistics reports in this document.

Affirmative Action/Equal Opportunity Policy H - 110

POLICY

The Gateway Technical College District will be fair and impartial in all its relations with its students, employees, and applicants for employment without regard to race, color, national origin, ancestry, creed, religion, political affiliation, marital status, parental status, pregnancy, family or medical leave, disability, age, gender, sexual orientation, arrest record or conviction record, retaliation, union or non-union affiliation, membership in the National Guard, state defense force or any reserve component of the military forces of the U.S. or Wisconsin.

COMPLIANCE

The Gateway District is committed to:

- Compliance with Title VI and Title VII of the 1964 Civil Rights Act, the Age Discrimination in Employment Act, the Equal Pay Act, Title IX of the 1972 Educational Amendments, Section 504 of the 1973 Rehabilitation Act, and the Wisconsin Fair Employment Law, The Americans with Disabilities Act, Drug Free Act 1988, and Uniform Control Substances Act: WI Chapter 161.
- Elimination of gender-based discrimination and gender-based stereotyping in vocational education as mandated by the 1976 Vocational Education Amendments.
- Compliance with the 1979 Office of Civil Rights Guidelines for the elimination of discrimination in vocational education.
- Compliance with 1989 Wisconsin Act 186, which relates to discrimination against students in the Technical College System. Students who allege a violation of this Act must file written complaint within 300 days to the day the incident took place.

EQUAL EMPLOYMENT

Equal Employment Opportunity includes, but is not limited to, the following areas: recruitment, selection, hiring, training, promotion, transfer, layoff, retention, return from layoff, compensation and fringe benefits, terminations, certification, testing, and committee appointments.

AFFIRMATIVE ACTION

The Gateway District is committed to:

- Designing efforts to reach and maintain an employment level for minorities, persons with disabilities, and women which is at parity. (Parity figures are determined by the Wisconsin Department of Employment Relations.)
- Planning activities to recruit and place minority, persons with disabilities, and female persons in the areas where these group members are presently underutilized.
Recruitment efforts and resources will be reviewed and updated to improve, to strengthen, and to broaden our recruitment efforts for minority, persons with disabilities, and female applicants.
- Providing students with all educational and support services in a nondiscriminatory way with special emphasis in recruitment and retention on an educational climate conducive and supportive of cultural, ethnic diversity, and persons with disabilities.
- Supporting employees and applicants for employment with programs developed to address the recruitment, employment, training, promotion and retention needs of minorities, females and persons with disabilities.

HARASSMENT

Harassment against any employee or student on the basis of race, color, gender, national origin, age, disability or other protected status is an unlawful employment and education practice and is prohibited. For incidents related to sexual harassment, refer to policy H-140, Sexual Harassment.

POLICY DISSEMINATION

The District Affirmative Action Office shall disseminate this policy statement on behalf of employees, applicants for employment, and students. The District Affirmative Action Officer, Titles VI, VII & IX (hereinafter referred to as Officer) shall advise non-represented employees and representative union groups about the District's commitments under this policy. Copies of the Affirmative Action/Equal Opportunity Policy shall be posted in conspicuous places available to employees, applicants for employment, and students. All major publications, i.e., school handbook, catalog, shall contain the following Affirmative Action Statement:¹

"It is the policy of Gateway Technical College not to discriminate in admission to, or participation in, its programs and activities on the basis of race, color, national origin, ancestry, creed, religion, political affiliation, marital status, parental status, pregnancy, family or medical leave, disability, age, gender, sexual orientation, arrest record or conviction record, retaliation, union or non-union affiliation, membership in the National Guard, state defense force or any reserve component of the military forces of the U.S. or Wisconsin."

AFFIRMATIVE ACTION PLAN

The Affirmative Action Compliance Plan will be used to demonstrate our commitments and efforts towards Equal Employment Opportunity. The plan will include specific goals and timetables and result-oriented programs.

* Or one deemed appropriate by the Officer, e.g., "Gateway is an Equal Opportunity/Access Educator/Employer."

CRITERIA FOR FILING EMPLOYEE AND STUDENT DISCRIMINATION COMPLAINT

Any employee or student who believes an act of discrimination /harassment has occurred and alleges he/she has been denied admission to, participation in, or the benefits of, or discriminated against in any service, program, course, or facility of the College because of the student's race, color, creed, religion, gender, national origin, disability, ancestry, age, sexual orientation, pregnancy, marital status or parental status may file charges. Any employee or student may challenge a hostile or abusive work/learning environment, even if the harassment is not targeted specifically at them.

An action constitutes unlawful behavior if it:

- 1) has the purpose or effect of creating an intimidating, hostile, or offensive work/classroom environment,
- 2) has the purpose or effect of unreasonably interfering with an individual's work/classroom performance, or
- 3) otherwise adversely affects an individual's employment/learning opportunity.

COMPLAINT PROCEDURE

A complaint procedure will be maintained for the purpose of processing charges of discrimination on the basis of gender, race, creed, color, national origin, ancestry, marital status, religion, disability, age (40 and over), arrest or conviction record and political affiliation, or other protected group. See Affirmative Action Formal Complaint Procedure H-120.

INTERNAL MONITORING

The Officer will develop and implement an internal monitoring system which will evaluate the effectiveness of the Affirmative Action Program. The Human Resources department shall submit data for employee reports to the Officer. The Officer will report data/information updates every sixty (60) days to the president or designee regarding the Affirmative Action efforts. These reports shall describe how Affirmative Action has been taken and/or will be implemented in areas identified through affirmative action monitoring.

AFFIRMATIVE ACTION OFFICER, TITLES VI, VII & IX REPORTING/RESPONSIBILITIES

The Officer and the Human Resources department will report to the president or designee on major issues affecting the Gateway District as an equal opportunity employer. The Officer has responsibility for developing, implementing and monitoring a comprehensive Affirmative Action compliance program for the Gateway District.

EQUAL EDUCATION

The Gateway District provides equal educational opportunity on the basis of race, color, creed, national origin, ancestry, marital status, gender, and disability in compliance with Title VI of the 1964 Civil Rights Act, Title IX of the 1972 Education Amendments, Section 504 of the 1973 Rehabilitation Act, The Americans with Disabilities Act, Drug Free Act 1988, and Uniform Control Substances Act: WI Chapter 161.

CONTACT PERSON

Coordination of Section 504 of the 1973 Rehabilitation Act has been assigned to the Director – Human Resources, Employment, Compensation & Benefits, Section 504/ADA Coordinator and Title IX of the 1972 Education Amendments has been assigned to the Officer. Officer responsibilities are mandated through the following laws: Executive Order 11246, Revised Order No. 4, Section 504, the Office of Civil Rights Guidelines for Eliminating Discrimination in Vocational Programs, The Americans with Disabilities

Act, Drug Free Act 1988, Uniform Control Substances Act: Wisconsin Chapter 161 and other Affirmative Action laws.

Any questions concerning Affirmative Action or Equal Opportunity should be directed to:

Debbie Miller, Director Human Resources - Employment, Compensation & Benefits
 District Affirmative Action Officer, Titles VI, VII & IX
 3520 30th Avenue, Kenosha, WI 53144
 (262) 564-3220 • (262) 564-2816 TTY • (262) 564-2161 FAX

While responsibility for implementation of the District's Affirmative Action plan has been directed to one person, the entire staff and District share the responsibility. Any student or employee found to have violated this policy shall be subject to discipline proceedings, which may result in suspension or discharge.

Adopted: April 7, 2003

Revised: August 2005

**AFFIRMATIVE ACTION FORMAL
 COMPLAINT PROCEDURE
 Policy H - 120**

PROCEDURE

The following steps will be followed by the District Affirmative Action Officer in conducting a formal investigation of a complaint.

- I. The District Affirmative Action Officer will meet individually with the complainant and the person or persons whom the complaint is filed against at the commencement of the investigation. Copies of the formal complaint will be shared with all parties.
- II. At the initial meeting, the District Affirmative Action Officer will:
 - A. Explain the process by which a complaint is handled.
 - B. Explain how the investigation will be conducted.
 1. Explain what will happen at the hearing if one is necessary
 2. Inform the parties that they can have witnesses present at the meeting.
 3. Explain that any decision made by the District Affirmative Action Officer can be appealed to the president or designee of Gateway Technical College.
- III. The District Affirmative Action Officer shall conduct his/her activities to insure that the privacy and confidentiality of all parties is respected.
- IV. The District Affirmative Action Officer shall share with all parties copies of witness statements.
- V. The District Affirmative Action Officer is responsible to insure that the complaint is handled in a timely manner.
- IV. The District Affirmative Action Officer will, after the conclusion of his/her investigation, request that the parties complete an evaluation form. The Affirmative Action Policy Review Committee shall compile an annual report for the president or designee summarizing the contents of the evaluation forms along with any recommendations for changes in the Affirmative Action policies and procedures.

Adopted: August 24, 2005

GATEWAY TECHNICAL COLLEGE AFFIRMATIVE ACTION COMPLAINT EVALUATION

The evaluation form can be found in Policy H-120 of the Administrative Procedures and College Practices Manual.

*The complete policy can be found in the Administrative Procedures and College Practices Manual.
Reference Policy and Procedures on the intranet at <http://intranet.gtc.edu>*

HARASSMENT & DISCRIMINATION Policy H - 130

POLICY

Gateway Technical College is committed to providing all employees with a work environment that is free from harassment or any other form of harassing conduct. Gateway Technical College expressly prohibits any form of unlawful employee harassment based on race, color, religion, sex, national origin, age, and disability, status as a Vietnam-era or special disabled veteran, or status in any group protected by state or local law. This policy applies to all employees. Improper interference with the ability of our employees to perform their expected job duties is not tolerated.

PROCEDURE

1. The District Affirmative Action Officer, Titles VI, VII & IX (hereinafter referred to as Officer) is responsible for coordinating federal regulations concerning discrimination or harassment.
2. Should the matter not be resolved informally, the complaint shall be presented in writing to the Officer. The complaint should include the specific nature of the discrimination or harassment and corresponding dates and also include the name, address, and phone number of the complainant.
3. The Officer shall thoroughly investigate the complaint, notify the person(s) who has been accused of discriminating and/or harassing, and permit that person to respond to the allegation. If deemed necessary, a meeting will be arranged to discuss the complaint with all concerned parties within thirty (30) working days after receipt of the written complaint. The Officer shall give a written answer to the complainant within forty-five (45) working days after receipt of the written complaint.
4. If either party is not satisfied with the answer of the Officer, he or she may submit a written appeal to the president or designee indicating with particularity the nature of disagreement with the answer and reason underlying such disagreement. Such appeal must be filed within ten (10) working days after receipt of the Officer's answer. The president or designee shall arrange a meeting with the complainant and other affected parties, if requested by the complainant, at a mutually agreeable time to discuss the appeal. The president or designee shall give a written answer to the complainant's appeal within ten (10) working days.

Adopted: November 2002

SEXUAL HARASSMENT POLICY STATEMENT Policy H - 140

POLICY

The Gateway Technical College District, through its commitment to Affirmative Action, will attempt to provide an environment free of sexual harassment for all employees and students in accordance with the law of the United States and the State of Wisconsin.

Sexual harassment of employees and students of the Gateway District is unacceptable and impermissible conduct which will not be tolerated. The institution deplores such conduct as an abuse of authority. Whenever knowledge is received that a sexual harassment condition is being imposed, prompt and remedial action will be taken. Any student or employee may challenge a hostile or abusive work/learning environment, even if the harassment is not targeted specifically at them.

DEFINITION

Harassment on the basis of gender is a violation of Section 703 of Title VII. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when:

1. submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment or enrollment;
2. submission to or rejection of such conduct by an individual is used as the basis for employment or enrollment decisions affecting such individual;
3. such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or enrollment or creating an intimidating, hostile, or offensive work/learning environment, or
4. such conduct otherwise adversely affects an individual's employment opportunity or enrollment at Gateway.

PROCEDURE

In accordance with H-110, Affirmative Action/Equal Opportunity, any person who believes sexual harassment has taken place may file a complaint with the District Affirmative Action Officer.

Adopted: April 7, 2004

REASONABLE ACCOMMODATIONS Equal Opportunities for Americans with Disabilities Policy H - 150

POLICY

Gateway Technical College is committed to providing equal employment opportunities as well as professional, courteous service for persons with disabilities, through reasonable accommodation, as governed by the Americans with Disabilities Act (ADA) of 1990. Reasonable accommodations shall be provided in a timely and cost-effective manner upon self-identification, verification and an analysis of solutions.

PROCEDURE

1. Gateway Technical College does not discriminate against qualified individuals with disabilities in job application procedures, hiring, separation, advancement, compensation, job training, and other terms, conditions, and privileges of employment.

2. To assist Human Resources personnel and hiring supervisors in the compliance of this policy, ADA definitions include:
 - a. An individual with a disability is a person who:
 - 1) Has a physical or mental impairment that substantially limits one or more of major life activities, or
 - 2) Has a record of such an impairment, or
 - 3) Is regarded as having such an impairment, or
 - 4) Who has a known association or relationship with a disabled person
 - b. A physical or mental impairment is any physiological disorder, disfigurement, or anatomical loss or limitation, or any mental or psychological disorder acquired as a result of illness, accident or birth.
 - c. A qualified individual with a disability is an individual who, with or without reasonable accommodation, can perform the essential functions of the job in question.
 - d. Reasonable Accommodation is a change or adjustment to a job or work environment that permits a qualified applicant or employee with a disability to participate in the job application process, to perform the essential functions of a job, or to enjoy the benefits and privileges of employment equal to those enjoyed by employees without disabilities.
 - e. Reasonable Accommodations Committee, although not expressly required in regulations, is the committee established to review and monitor provision of reasonable accommodations to students, potential students, employees and applicants in an effective and equitable manner. The committee shall be composed of representatives from the Human Resources department, Affirmative Action Officer, vice presidents/provosts, counselor - Learning Skills, and Special Needs instructional specialist, campus nurse and facilities managers. The campus nurse and facility managers shall serve in an ex-officio or advisory capacity.
 - f. The committee shall review all accommodations possibly involving an undue hardship for the District and, promptly obtain all information necessary to review such proposed accommodations and alternatives thereto. The committee shall consult with the individual who is disabled and immediate supervisor involved where necessary. It shall act in a timely manner that will enable personnel actions to proceed to their regular course.
 - g. Gateway Technical College will make a reasonable accommodation to the known disability of a qualified applicant or employee as long as it does not place "undue hardship".
 - h. Undue hardship is an action requiring significant difficulty or expense when considered in light of factors such as Gateway Technical College's size, financial resources, and the nature and structure of its operation.
 - i. Gateway Technical College will not lower quality standards to make an accommodation.
3. Gateway Technical College personnel involved in any aspect of the employment process will not ask applicants for employment if they are disabled or about the nature or severity of a disability before making a job offer.
 - a. Applicants may be asked about abilities they may possess to perform job related functions but applicants may not be asked if they have a physical or mental disability. Employment opportunities shall not be denied to anyone because of the need to make reasonable accommodations to the individual's disabling condition.
4. Supervisors shall prepare an analysis of jobs within their units, which shall include defining the essential functional elements or tasks as well as the environment in which such activities occur. Such documentation shall be developed with the assistance of the vice president, Human Resources and

shall be reviewed periodically. Documents prepared or utilized for this purpose may be used for other personnel actions. The employee and his/her supervisor should periodically monitor the effectiveness of the accommodation.

5. In considering a person with a disability, it is appropriate to determine the ability of the person to perform the essential functions as a student or employee with reasonable accommodation. A request for medical verification of the disability of the person requesting the accommodation may be appropriate. It is also appropriate to consider whether the providing of the accommodation would be an undue hardship.
6. When an applicant, student or employee self-identify and requests an accommodation, it is necessary to request accommodation on the attached Staff/Student Accommodation Request form. The completed form will then be submitted to the chairperson of the Reasonable Accommodation Committee (vice president, Human Resources). The request shall be reviewed with a proposed accommodation.
7. Immediate supervisors, in conjunction with the facilities managers shall have the authority to make reasonable accommodations for applicants or employees which do not exceed \$250 or are totally within the work station or work site of the individual.
8. In the event of a possible policy violation, supervisors should consult with an Human Resources director for resolution of the situation.

Missing Student Notification Policy

Gateway Technical is not required and does not have a missing student policy. If any person suspects that a family member or acquaintance is missing a report should be filed with local law enforcement.

FIRE SAFETY REPORT

Gateway Technical is not required and does not publish a fire safety report.