

Coast Community College District
BOARD POLICY
Chapter 7
Human Resources

BP 7915 Sexual Harassment: Letters of Recommendation and Settlements

References:

Education Code Section 66284

Any District administrator or supervisor who wants to provide a letter of recommendation to a District employee must first consult with District Human Resources to determine if the employee is or has been a respondent in a sexual harassment complaint filed with the District. The administrator or supervisor is prohibited from providing a letter of recommendation if it is determined that the employee is or has been a respondent in a sexual harassment complaint filed with the District, and any of the following has occurred: (1) the employee is determined in a final administrative decision to have committed sexual harassment; (2) before a final administrative decision is made, and while an investigation is pending, the employee resigns from their position at the District; or (3) the employee enters into a settlement with the District based on the allegations arising from the sexual harassment complaint.

The District may not offer or enter into a settlement or an informal resolution of a sexual harassment complaint if any of the following apply: (1) the complainant is a District student and the respondent is a District employee; (2) the employee respondent is accused of committing sexual assault, sexual violence, or sexual battery; or (3) the settlement or informal resolution includes a nondisclosure agreement.

Any informal resolution of a sexual harassment complaint must be approved by the College President (or by the Chancellor if no College student or employee is involved), and this responsibility may not be delegated. Similarly, any offer to settle a sexual harassment complaint must be preliminarily approved by the College President (or by the Chancellor if no College student or employee is involved), and this responsibility may not be delegated. All settlements of sexual harassment complaints must be approved by the Board.

Adopted November 5, 2025