

COASTAL ALABAMA COMMUNITY COLLEGE			
Policies and Procedures Manual			
Title:	Age Act Discrimination		Approved by:
Insert:	02.01	Date:	04/01/2022
Replace:		Date:	06/01/2023
Reviewed:		Date:	06/01/2023
Remove:		Date:	



POLICY / PURPOSE:

The Office of Civil Rights (OCR) enforces the Age Discrimination Act of 1975 (Age Act), which prohibits discrimination on the basis of age in U.S. Department of Health and Human Services (HHS) funded programs and activities. Under the Age Act, recipients may not exclude, deny, or limit services to, or otherwise discriminate against, persons on the basis of age. The Age Act does not cover:

- Employment discrimination – enforced by the EEOC.
- Certain age distinctions in federal, state, or local statutes and ordinances
- An action that reasonably takes age into account as a factor that is necessary to the normal operation or achievement of a statutory objective of a program

SCOPE:

This policy applies to all Coastal Alabama Community College students and employees during any activity involving the College, including the workday. In addition, visitors, vendors, contractors, and all other non-employees may be expected to recognize and comply with College policies.

DEFINITIONS:

There are no definitions applicable to this policy.


DETAILS:

1. OCR can only investigate health programs and activities that receive federal financial assistance from the HHS or are administered by HHS or any entity established under Title I of the Affordable Care Act or its amendments.
2. If you feel that you have been discriminated based on age in programs or activities that receive federal financial assistance, please contact the College’s Age Act Coordinator (also the Title IX Coordinator).
3. The College will request the complainant submit a written complaint which (a) Identifies the parties involved; (b) gives the date of the alleged violation or when the complainant first knew of the alleged violation; and (c) generally describe what happened; and (d) be signed by the complainant. An investigation will be timely conducted. If this does not resolve your complaint, complaints involving HHS recipients and beneficiaries may also be sent to: Office of Program Operations, Office for Civil Rights, Department of Health and Human Services, 330 Independence Avenue, S.W., Washington, D.C. 20201.

PROCEDURE(S):

Employee Complaint Procedure

1. Refer to the [Employee Complaints and Grievances Policy](#).

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Student Complaint Procedure

1. Refer to the [Student - Formal Complaints Policy](#).

ADDITIONAL PROVISIONS/INFORMATION:

Refer to [Employee Complaints and Grievances Policy](#).
Refer to [Student - Formal Complaints Policy](#).