

Pima Medical Institute  
09-13-2040

Resolution Agreement

Pima Medical Institute (PMI), without admitting to any violation of federal law, agrees to implement this Resolution Agreement (Agreement), in order to resolve the issues investigated by the U.S. Department of Education Office for Civil Rights (OCR) under the Age Discrimination Act of 1975 (AgeDA) in the above referenced case.

I. Specific Provisions

- A. PMI will adopt a grievance procedures for use in all programs at its Chula Vista, California, campus that provide for the prompt and equitable resolution of complaints alleging discrimination on the basis of age. The procedure will include the following:
1. Notice to students and employees of where to file complaints;
  2. Application of the procedures to complaints alleging discrimination by employees, other students, or third parties;
  3. Adequate, reliable, and impartial investigation of complaints;
  4. Designated and reasonably prompt timeframes for major stages of the complaint process;
  5. Notice to the parties of the outcome of the complaint investigation; and
  6. An assurance that steps will be taken to prevent recurrence of any discrimination and to correct its effects.
- B. By December 6, 2013, PMI will provide OCR with a draft of the grievance procedure described in ¶ A, above. PMI will work cooperatively with OCR to address any questions or concerns, and will adopt and fully implement the procedure within 45 days after OCR's approval.
- C. Within 30 days after the procedure is finalized, PMI will notify all administrators with responsibility over programs at the Chula Vista campus of the requirements of the procedure.
- D. Within 60 days after the procedure is finalized, PMI will disseminate notice and a summary of the procedure to staff and students at its Chula Vista campus in its student handbooks for all programs offered at the Chula Vista campus, and on its website.

**II. Reporting**

Within 45 days after the final adoption of the grievance procedure, PMI will provide the following information to OCR:

1. A copy of the final procedure;
2. A copy of the notice provided to campus administrators concerning the procedure;
3. Copies or web links to handbooks and other documents and web pages providing notice of the procedure to students and staff.

**III. General Provisions**

- A. PMI understands that by signing this Agreement, it agrees to provide data and other information in a timely manner. Further PMI understands that during the monitoring of this Agreement, OCR may visit PMI, interview staff and students and request such additional reports or data as are necessary for OCR to determine whether the District has fulfilled the terms of this Agreement and is in compliance with the regulations implementing the AgeDA, at 34 C.F.R. Part 110, which were at issue in this complaint.
- B. The District understands that OCR will not close the monitoring of this Agreement until OCR determines that PMI has fulfilled the terms of this Agreement and is in compliance with the regulation implementing AgeDA, at 34 C.F.R. Part 110.
- C. PMI understands and acknowledges that OCR may initiate administrative enforcement or judicial proceedings to enforce the specific terms and obligations of this Agreement. Before initiating administrative enforcement (34 C.F.R. §§ 100.9, 100.10), or judicial proceedings to enforce this Agreement, OCR shall give PMI written notice of the alleged breach and a minimum of sixty (60) calendar days to cure the alleged breach.

\_\_\_\_\_/s/\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

11/20/2013