

EMPLOYEE DISCRIMINATION COMPLAINT PROCEDURE

Any employee believing that they are involved in a violation misinterpretation, or misapplication of the Equal Employment Opportunity Policy may invoke the following complaint procedure:

- A. The complaint shall be submitted in writing to the nondiscrimination coordinator.
 1. The written statement shall include a summary of facts comprising the alleged non-compliance, ways the non-compliance may be resolved, be signed, and dated.
 2. The coordinator shall advise the superintendent in writing of the complaint as well as the individual's input for resolving the complaint.
 3. A written report will be made by the coordinator to the superintendent regarding the resolution of the complaint. The report shall include the negotiations with the individual.
 4. The superintendent will make written reports to the School Board of all employee discrimination complaints and resolutions.
- B. If the complaint is not adjusted or resolved in a manner satisfactory to the individual involved within five (5) working days after the complaint was presented to and discussed with the coordinator, the complaint may be referred in writing to the superintendent.
 1. The superintendent shall discuss the complaint with the individual within five (5) working days.
 2. The superintendent will investigate the alleged complaint.
 3. A written report will be made by the superintendent to the School Board regarding the resolution of the complaint.
- C. If the complaint is not adjusted in a manner satisfactory to the individual involved within ten (10) working days after presentation and discussion with the superintendent, the complaint may be submitted in writing to the School Board.
 1. The School Board shall act on the complaint no later than its next regularly scheduled meeting.
 2. The individual presenting the complaint may be present at the Board meeting.
- D. If the decision of the Board is not satisfactory to the individual involved, the complaint may be submitted to mediation before an impartial mediator selected by the Board and individual involved.
 1. Any cost involved shall be shared equally between the district and the party involved.
- E. Records of all complaints shall be kept for the purpose of documenting compliance and past practices. The records shall include information on all levels of the complaint and any appeals. The records should include:
 1. The name of the complainant and his/her title or status.
 2. The date the complaint was filed.
 3. The specific allegation made and any corrective action requested by the complainant.
 4. The name(s) of the respondents.
 5. The levels of processing followed, and the resolution, date and decision-making authority at each level.
 6. A summary of facts and evidence presented by each party involved.
 7. A statement of the final resolution and the nature and date(s) of any corrective or remedial action taken.