

**ADMINISTRATIVE PROCEDURES**

**RESOLVING EQUAL EMPLOYMENT OPPORTUNITY COMPLAINTS/GRIEVANCES**

To ensure fairness and consistency, the following review procedure is to be used with regard to problems covered by state and federal equal employment opportunity laws and/or the District's Affirmative Action Plan. No staff member's status with the District shall be adversely affected in any way because the staff member utilized these procedures.

- A. The Affirmative Action Officer shall investigate all written noncompliance allegations of discrimination.
- B. The allegations of discrimination shall:
  - 1. Be in writing.
  - 2. Be signed by the complaining party.
  - 3. Set forth specific acts, conditions or circumstances alleged to be in violation of the District's obligations in regard to discrimination.
  - 4. Be filed with the Affirmative Action Officer as soon as possible, but no later than thirty (30) calendar days following the alleged discrimination.
- C. Upon completion of the investigation, the Affirmative Action Officer shall provide the Superintendent with a full written report of the complaint and the results of the investigation, unless the matter is resolved to the satisfaction of the complaining party prior to the submission of a full written report.
- D. The Superintendent shall respond in writing to the complaining party within thirty (30) calendar days following receipt of the report from the Affirmative Action Officer.
- E. The response by the Superintendent shall state either:
  - 1. The school district denies the allegations contained in the complaint received; or
  - 2. The nature of such reasonable corrective measures deemed necessary to eliminate any such act, condition or circumstance within the District.
- F. Any corrective measures deemed necessary shall be instituted as expeditiously as possible following the Superintendent's mailing of a written response to the complaining party.
- G. In the event a complainant remains aggrieved as a result of the action or inaction of the Superintendent, said complainant may appeal to the School District Board of Directors by filing a written notice of appeal with the secretary of the Board of Directors on or before the tenth day following:
  - 1. The date upon which the complainant received the Superintendent's response; or
  - 2. The expiration of the thirty (30) day response period in Section D above, if no response is issued by the Superintendent.

- H. Upon receipt of an appeal, the Board of Directors shall schedule a hearing to commence on or before the twentieth day following the filing of the written notice of appeal.
1. Both parties shall be allowed to present such witnesses and testimony as the Board of Directors deems relevant and material.
  2. The Board of Directors shall render a written decision on or before the tenth day following the termination of the hearing and shall provide a copy to all parties involved.

NOTE: The complaint procedure outlined above does not prohibit the processing of grievances by an employee bargaining representative and/or a member of a bargaining unit pursuant to grievance procedures established in local Collective Bargaining Agreements.