

## **511 RULE EMPLOYEE DISCRIMINATION AND HARASSMENT COMPLAINT PROCEDURES**

An employee, former employee or applicant for employment who believes that any part of the school organization has violated any law prohibiting discrimination or harassment based on legally protected status in the workplace (including provisions prohibiting employer retaliation in connection with such laws) or that there has been a violation of the District's equal opportunity employment or harassment/bullying policy may bring forward a complaint as outlined below. Incidents of harassment must be reported in a timely manner.

Filing a report in good faith will not reflect upon the status of any individual. The district shall endeavor to keep the complaint confidential for both the accused and the accuser until such time as the misconduct is confirmed and sanctions are imposed and even at that time confidentiality restrictions may limit the availability of information to all parties.

### **Employee Discrimination and Harassment Reporting Procedures**

#### Informal Procedure

Anyone who believes he/she has a valid basis for a complaint shall discuss the concern with the building principal or supervisor/manager who will investigate the complaint and reply to the complainant. The person investigating the complaint should record the complaint and reply. If the reply is not acceptable to the complainant, he/she may initiate formal procedures according to the steps listed below.

#### Formal Procedure

Anyone who believes he/she has a valid basis for a complaint and found the response in the informal procedure unacceptable should immediately report the concern to the appropriate complaint officer. For purposes of this procedure, the "complaint officers" are defined as the building principal, associate principal, supervisor/manager, the Director of Instruction or the District Administrator. The employee is encouraged to make the report to his/her supervisor however the relationship of the individual or their gender may be a factor in determining to whom the employee will report. The complaint officer is responsible for coordinating responses to discrimination or harassment complaints.

- I. Any complaint will be presented in writing to one of the complaint officer(s). The complaint should include the specific nature of the harassment, corresponding dates and also include the name, address, and phone number of the complainant.
- II. The complaint officer shall thoroughly investigate the complaint, notify the person who has been accused of harassment, and permit a response to the allegation and arrange appropriate meetings to discuss the complaint with all concerned parties within 10 working days after receipt of the written

complaint, if deemed necessary. The complaint officer will give a written answer to the complaint within 15 working days after receipt of the written complaint.

- III. If the complainant is not satisfied with the answer of the complaint officer, he/she may submit a written appeal to the District Administrator or designee indicating with particularity the nature of disagreement with the answer and reason underlying such disagreement. Such appeal must be filed within 10 working days after receipt of the complaint officer's answer. The District Administrator or designee will arrange a meeting with the complainant, at a mutually agreeable time to discuss the appeal. The District Administrator or designee will give a written answer to the complainant's appeal within 10 working days.
- IV. If the complainant is not satisfied with the answer, a complaint may be filed with the Board within 10 working days after receipt of the Step III answer. The Board will, within 20 working days, conduct a hearing at which the complainant will be given an opportunity to present the complaint. The Board will give a written answer to the complaint within 10 working days following completion of the hearing.

Reviewed, revised, and approved by the Board of Education November 21, 2011.