

Equal Employment Opportunity, Affirmative Action and Harassment Grievance Procedure (Policy #401.3)

Employees of the district and applicants for employment with the district have the right to file a formal complaint alleging non-compliance with federal and state regulations requiring non-discrimination in employment, addressing affirmative action in employment and prohibiting harassment in employment.

Level One- Principal, Immediate Supervisor, or Personnel Contact Person

Employees with a complaint of discrimination and/or harassment based upon their age, race, creed, color, sex, sexual orientation, gender identity, national origin, religion, or disability, are encouraged to first discuss it with their immediate supervisor, with the objective of resolving the matter informally. An applicant for employment with a complaint of discrimination and/or harassment based upon their age, race, creed, color, sex, sexual orientation, gender identity, national origin, religion, or disability are encouraged to first discuss it with the personnel contact person.

Level Two- The Affirmative Action Coordinator

If the grievance is not resolved at level one and the grievant wishes to pursue the grievance, the grievant may formalize it by filing a complaint in writing on a Discrimination/Harassment Complaint Form, which may be obtained from the Affirmative Action Coordinator. The complaint will state the nature of the grievance and the remedy requested.

The filing of the formal, written complaint at level two must be within fifteen (15) working days from the date of the event giving rise to the grievance, or from the date the grievant could reasonably become aware of such occurrence. The grievant may request that a meeting concerning the complaint be held with the Affirmative Action Coordinator.

The Affirmative Action Coordinator or a designated investigator shall investigate the complaint and attempt to resolve it. Prior to or during the course of the investigation, the grievant may be required to turn over copies of evidence of discrimination or harassment including, but not limited to, tapes, memoranda, letters and/or pictures. The Affirmative Action Coordinator or the designated investigator shall prepare a written report regarding the findings of the investigation, specifically whether the complaint was founded, unfounded or inconclusive, and, if applicable, any recommended action. The report will be sent to the superintendent or, if the superintendent is the alleged perpetrator, to the board president, within a reasonable time after receipt of the complaint. The superintendent or board president will review the report and forward the report to the complainant and the alleged perpetrator, and may impose discipline and/or other remedial action.

Level Three- Superintendent

If the complaint is not resolved at level two, the grievant may process the complaint to level three by presenting a written appeal to the superintendent/designee within five (5) working days after the grievant receives the report from the Affirmative Action Coordinator. The grievant may

request a meeting with the superintendent/designee. The superintendent/designee has the option of meeting with the grievant to discuss the appeal. A decision will be rendered by the superintendent/designee within a reasonable time after receipt of the written appeal.

This procedure in no way denies the right of the grievant to file formal complaints with the Iowa Civil Rights Commission, the U.S. Department of Education Office for Civil Rights or Office of Special Education Programs, the Equal Employment Opportunity Commission, or the Iowa Department of Education for mediation or rectification of civil rights grievances, or to seek private counsel for complaints alleging discrimination.

Level Four - Appeal to Board

If the grievant is not satisfied with the superintendent's decision, the grievant can file an appeal with the board within five (5) working days of the decision. It is within the discretion of the board to determine whether it will hear the appeal.

The Affirmative Action Coordinator is:

Joan Young, High School Principal