

NONDISCRIMINATION/EQUAL OPPORTUNITY GRIEVANCE PROCEDURE

Compliance Officer

The Superintendent shall appoint the compliance officer. Any person who feels unlawfully discriminated against or to have been the victim of unlawful discrimination in employment by an agent or employee of the District or who knows of such discrimination against another person should file a grievance with the Superintendent's office. If the Superintendent or the compliance officer is the one alleged to have unlawfully discriminated, the grievance shall be filed with the President of the Board.

Grievance Procedure

The District is committed to investigating each grievance and to taking appropriate action on all confirmed violations of policy. The compliance officer shall contact the complainant and gather information to complete the grievance report. Following completion of the district provided forms, the compliance officer shall have investigated and documented grievances reported pursuant to this regulation as soon as reasonable. In investigating the grievance, confidentiality will be maintained to the extent reasonably possible. The compliance officer shall also have investigated incidents of policy violation that are raised by the Board, even though no grievance has been made.

If, after the initial investigation, there is reason to believe that a violation of policy has occurred, the compliance officer shall have remedial steps instituted and have the steps reported to the complainant. If responsibility is found, the compliance officer may determine whether or not to recommend institution of procedures in accord with due process, conduct, and disciplinary policies.

If a teacher or an administrator is alleged to have violated policy, the due process provisions of the District's Policy shall apply. In cases of serious misconduct, dismissal or suspension proceedings in accordance with policy may be initiated.

If a support staff employee is alleged to have violated policy, the compliance officer may refer the matter for the purpose of due process and discipline if the evidence so warranted.

If the person alleged to have violated policy is a student, discipline may be imposed in accordance with Board policy.

If the investigation reveals no reasonable cause to believe policy has been violated, the compliance officer shall have the complaining party informed in writing.

Timelines

The grievance must be filed within thirty (30) calendar days after the complaining party knew or should have known that there were grounds for a complaint/grievance.

Once the grievance report has been filed or reported and the forms provided by the District filled in, so far as is possible, the compliance officer shall require the immediate supervisor or site administrator to investigate and respond in writing to the complaining party within ten (10) working days.

If the complainant is not satisfied with the actions taken by the administration as indicated in the response and efforts to alleviate the discrimination alleged, the complainant will have ten (10) days within which to submit a written objection, including a statement of the reason for their objection, to the Superintendent.

The Superintendent will have ten (10) additional working days to respond in writing to the complaining party regarding the objection.

If the Superintendent does not respond within the established time, then the complaining party may request in writing that the issue be brought before the Board. The Board will then review the record of the investigation and have thirty (30) days to respond to the complaining party in writing.