

Section 500 - Personnel

Employee Discrimination Complaint Procedure

Code #511.00AR1

Any employee or applicant for employment who believes that the Tri-County Area School District or any part of the school organization has in some way violated the District's equal opportunity employment policy, or any applicable state or federal nondiscrimination law, may bring forward a complaint as follows:

- Step I** Complaints shall be presented in writing or orally to the Principal if an applicant, certified staff employee, or educational assistant (tutor, aide) or the Department Supervisor if a noncertified employee. If the complaint is submitted in writing, it should include the specific nature of the alleged violation and corresponding dates and also include the name, address, and phone number of the complainant. The Principal or Department Supervisor shall investigate the complaint, and, as appropriate, notify the person who has been accused of a violation, permit a response to the allegation, and arrange a meeting to discuss the complaint with all concerned parties. The Principal or Department Supervisor shall give a written answer to the complainant within 15 working days after receipt of the complaint.
- Step II** If the complainant is not satisfied with the answer of the Principal or Department Supervisor, he/she may submit a written appeal to the District Administrator 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 Principal or Department Supervisor's answer. The District Administrator may arrange a meeting with the complainant and other affected parties, if requested by the complainant, at a mutually agreeable time to discuss the appeal. The District Administrator shall give a written answer to the complainant's appeal within 10 working days.
- Step III** If the complainant is not satisfied with the answer from the District Administrator, an appeal may be filed with the Board of Education within 10 working days after receipt of the Step II answer. The Board shall, within 20 working days, conduct a conference at which the

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complainant shall be given an opportunity to present the complaint. The Board shall give a written answer to the complainant within 10 working days following completion of the conference. The written decision by the Board shall be mailed to the complainant. A copy of the Board's decision shall be provided to the District Administrator.

If a complainant is raising a complaint against the Principal or Direct Supervisor they would initiate their complaint under Step I, the complainant may raise the complaint with a different building Principal, Direct Supervisor, or directly to the District Administrator.

Nothing in these procedures shall preclude an employee or applicant for employment from pursuing other avenues afforded under state or federal laws to raise a discrimination complaint.

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