

Section 500 - Personnel

**Employee Discrimination Complaint Procedure
Record of Complaints**

Code #511.00AR2

The Tri-County Area School District will maintain a record of employee or applicant discrimination complaints. The complaints shall be maintained in the employee's personnel file and in a separate complaint file for applicants. The following information regarding all employee or applicant complaints shall be kept by the Principal (for applicants or certified employees) or the Department Supervisor (for noncertified employees):

1. The name and address of the complainant and his/her title or status.
2. The date the complaint was filed.
3. The specific allegations made and the corrective action sought by the complainant.
4. The name and address of the individual(s) against whom the complaint is made (including his/her title or status). In the event a complaint is made against the Board of Education, use "Board of Education" as respondent and the address of the District Administrative Office.
5. The steps initiated by the complainant and the final resolution at each step, the date of the resolutions, the authority making the resolutions, summary of facts and evidence presented by the complainant and a summary of the investigation conducted by the authority making the resolution.
6. The final resolution statement, facts leading to the resolution statement, the corrective action taken, if any, and the date of the action taken, if any.

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