



RULE – DISCRIMINATION AND HARASSMENT COMPLAINT PROCEDURES

The Board encourages the resolution of complaints at the lowest administrative level possible. An employee, former employee or applicant who believes the District has violated any law prohibiting discrimination or harassment based on a legally protected status (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 is encouraged to bring forward a complaint using the District's grievance procedures.

If the complainant is not satisfied with the decision, or in lieu of utilizing the internal complaint/grievance procedures, the complainant may pursue alternate avenues available under state or federal laws. The complainant is solely responsible for determining the applicable outside agencies or courts with which a complaint may properly be filed and the applicable filing deadlines. Pursuing an internal complaint under the grievance process does not affect the filing deadlines applicable to an external agency or court. While it is not always necessary to pursue an internal complaint under the grievance process before filing a complaint with an external agency or court, all individuals are given notice that failure to follow an employer's internal procedures for giving notice of incidents and complaints can, in some cases, affect the individual's ability to seek remedies from an external agency or court.

Maintenance of Complaint Records

Records should be kept for each complaint filed and, at a minimum, should include the following:

1. The name and address of the complainant and his/her title or status.
2. The date the complaint was filed.
3. The specific allegation made and any corrective action requested by the complainant.
4. The name and address of the respondents.
5. The levels of processing followed, and the resolution, date and decision-making authority at each level.

Policy 511(R) Continued:

6. A summary of facts and evidence presented by each party involved.

7. A determination of the facts, statement of the final resolution, and the nature and date(s) of any corrective or remedial action taken.

Legal Reference: Wisconsin Statutes Sections 111.31-111.395, Fair Employment
Section 118.195, Prohibition on
Discrimination Against Handicapped
Teachers
Section 118.20, Teacher Discrimination
Prohibited

Federal Statutes: Titles VI and VII of the Civil Rights Act of 1964
Title IX, Education Amendments of 1972
Section 504, Rehabilitation Act of 1973
Age Discrimination Act of 1975
Pregnancy Discrimination Act
Immigration Control and Reform Act
Americans with Disabilities Act of 1990 (as amended)

Cross Reference: Employee Handbook: Part 1, Applicable to All Staff
Section 1.02, Equal Opportunity
Section 1.03, Equal Opportunity Complaints
Section 1.07, Discrimination and
Harassment
Section 2.41, Violence/Bullying in the
Workplace
Section 3, Grievance Procedure

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