

### **Equal Employment Opportunity**

Any employee who believes he/she has been discriminated against by the district will proceed with the following process:

**Step 1** Any person who feels discriminated against in violation of law is encouraged to discuss the matter with the individual alleged to have caused the discrimination. This must be done within two weeks of learning of the possible discrimination. If such a discussion does not resolve the matter, or is impractical, the complainant should then contact the superintendent.

**Step 2** If the complainant is uncomfortable with discussing the matter with the individual in Step 1 or is dissatisfied with the results under Step 1, a formal complaint may be filed with the compliance officer within two weeks after termination of efforts in Step 1 or within two weeks of learning of the possible discrimination if the matter is not discussed with the individual alleged to have caused the discrimination. The complaint will be in writing and should contain specific details covering the incident and the desired remedy. The complaint form should be taken or mailed to the superintendent of the district. On receipt of the complaint, an investigation will be conducted to determine if unlawful discrimination has occurred. Within 30 days after the receipt of the complaint, the district will respond in writing to the complaint.

The response shall state whether or not the district believes discrimination has occurred and what steps might be undertaken to resolve the problem if it exists.

**Step 3** If the complainant is not satisfied with the answer of the compliance officer, he/she may submit a written appeal to the superintendent or designee 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 compliance officer's answer. The superintendent or designee shall 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 superintendent or designee shall give a written answer to the complainant's appeal within 10 working days.

**Step 4** If the complainant is not satisfied with the disposition of the complaint at Step 2, a written appeal may be filed with the Board within two weeks of the response determined in Step 2. The Board shall determine whether to review the case based upon the written appeal. An informal hearing, if held, must be provided within 15 days of receipt of the appeal. If the Board decides to hold a hearing, a decision must be reached, placed in writing and sent the complainant within 25 calendar days of receipt of appeal.