

DE SOTO AREA SCHOOL DISTRICT

511-Rule

EMPLOYEE DISCRIMINATION COMPLAINT PROCEDURES

Any employee or applicant for employment who believes that the District or any part of the school organization has in some way violated the District's equal employment opportunities policy may bring forward a complaint as follows:

Informal Procedure

Anyone who believes he/she has a valid basis for complaint shall discuss the concern with the building principal or his/her immediate supervisor, who will investigate the complaint and reply to the complainant. If this reply is not acceptable to the complainant, he/she may initiate formal procedures according to the steps listed below.

Formal Procedure

1. A written complaint statement shall be prepared by the complainant and signed. It shall be presented to the District Administrator, who shall immediately undertake an investigation of the suspected infraction. He/she shall review with building principals and other appropriate persons the facts comprising the alleged discrimination, decide the merits of the case, determine the action to be taken, if any, and report in writing the findings and the resolution of the case to the complainant.
2. If the complainant is dissatisfied with the decision of the District Administrator, he/she may appeal the decision in writing to the Board of Education. The Board shall hear the appeal at its next regular meeting, or a special meeting may be called for the purpose of hearing the appeal. The Board shall make its decision in writing. Copies of the written decision shall be mailed or delivered to the complainant and the District Administrator.

Responses to discrimination complaints shall be within any timelines established by law.

Maintenance of Complaint Records

The maintenance of complaint records is recommended for the purpose of documenting compliance. Records should be kept for each complaint filed and, at a minimum, should include:

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.
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.

APPROVED: April 14, 2008
