

Recruitment, Selection and Assignment: Nondiscrimination

To ensure fairness and consistency, the following grievance procedure is to be used in the district's relationship with its staff with regard to employment problems covered by state and federal equal employment opportunity laws and/or this affirmative action program. No staff member's status with the district shall be adversely affected in any way because the staff member used these procedures.

In this procedure, *grievance* shall mean a complaint which has been filed by a *complainant* (a student, an employee, a parent or guardian) relating to alleged violations of any anti-discrimination law including Title IX regulations and Washington Administrative Code (WAC) 392–190, Section 504 of the Rehabilitation Act of 1973, 42 U.S.C. §§ 12101–12213 Americans with Disabilities Act (ADA) or Title VII of the Civil Rights Act of 1964.

A *complaint* shall mean a charge alleging specific acts, conditions or circumstances, which are in violation of the anti-discrimination laws. A *respondent* shall mean the person alleged to be responsible or who may be responsible for the violation alleged in the complaint.

The primary purpose of this procedure is to secure an equitable solution to a justifiable complaint and, to this end, the following steps shall be taken:

A. Informal Review Procedure

When a staff member has a problem concerning equal employment opportunity, he/she shall discuss the problem with the immediate supervisor, personnel director or superintendent within sixty days of the circumstances which gave rise to the problem. The staff member may also ask the Title IX officer to participate in the informal review procedure. The district intends that the informal discussion shall resolve most issues.

If the staff member feels he/she cannot approach the supervisor because of the supervisor's involvement in the alleged discrimination, the staff member may directly contact the Title IX officer before pursuing formal procedures. If the discussion with the officer or immediate supervisor does not resolve the issue, the staff member may proceed to the formal review procedures.

B. Level One–Formal Review

The complaint must be signed by the complaining party and set forth the specific acts, conditions, or circumstances alleged to be in violation. The Title IX officer shall investigate the allegations set forth within thirty calendar days of the filing of the charge. The officer shall provide the superintendent with a full written report of the complaint and the results of the investigation. The superintendent shall respond in writing to the complainant as expeditiously as possible, but no later than sixty calendar days following receipt of the written complaint.

The superintendent shall state either that:

1. The written complaint received by the district contains insufficient evidence to establish the allegations, or
2. The district shall implement reasonable measures to remedy any such act, conditions or circumstance.

Such corrective measures deemed necessary shall be instituted as expeditiously as possible, but no later than thirty calendar days following the superintendent's mailing of a written response to the complaining party.

C. Level Two–Appeal to Board of Directors

If a complainant remains aggrieved as a result of the action or inaction of the superintendent, he/she may file a written notice of appeal with the secretary of the board by the 10th calendar day following the date

upon which the complainant received the superintendent's response or following the expiration of the 60-calendar day response period stated in Level One, whichever occurs first.

The board shall schedule a hearing to commence by the 20th calendar day following the filing of the written notice of appeal. Both parties shall be allowed to present such witnesses and testimony as the board deems relevant and material. The board shall render a written decision by the 10th calendar day following the termination of the hearing and shall provide a copy to all parties involved.

Any further challenges shall be in accordance with the law.

D. Preservation of Records

The files containing copies of all correspondence relative to each complaint communicated to the district and the disposition, including any corrective measures instituted by the district, shall be retained in the office of the district compliance officer for a period of 5 years.

Formerly: Policy No. 5010 P