



Northshore School District
Human Resources

DISCRIMINATION/HARASSMENT COMPLAINT PROCEDURES AND CHECKLIST

Board procedures 5010P and 8700P describe the process for handling employee complaints of discrimination or harassment. The purpose of this form is to assist you in document verbal or written complaints you receive and to describe the process for investigating and resolving complaints of discrimination and harassment.

The Board procedures establish the following complaint resolution process:

- Informal resolution: this involves the staff member discussing the complaint with a supervisor or the District EEO officer. The complainant and the supervisor may agree on a satisfactory resolution at this level.
- Formal complaint: if no satisfactory resolution can be reached, or the complainant wishes to bypass the informal step, the complainant may make a written complaint. This written complaint is submitted to the District Affirmative Action/Title IX officer for investigation on behalf of the superintendent.
- The District Affirmative Action/Title IX officer must complete an investigation within 30 days and submit a written report to the superintendent or designee, who then responds to the complainant either denying the complaint or offering a resolution.
- The complainant may advance the complaint to the Board if he/she is not satisfied with the resolution.

When an employee makes a complaint to you alleging discrimination or harassment, please follow and complete this checklist, and submit it to Human Resources:

Date Received:	Time Received:
Complainant:	Position:
Recipient of Complaint:	Position

Nature of Complaint:

- Complainant alleges violation of policy 5010 5012 8700
- Complainant has been given a copy of the applicable policy/procedure Yes No
- Complainant alleges violation of policy based on a protected status Yes No
- Complainant has previously reported discriminatory or harassing behavior Yes No
Date of previous complaint _____
- Complainant feels safe in the workplace Yes No
- If complainant doesn't feel safe in the workplace, steps can be taken to ensure his/her safety Yes No
- Complainant has been directed to keep the complaint confidential Yes No
- Informal resolution can be reached Yes No

Nature of Informal Resolution

Supervisor _____ Complainant _____
Dated _____

If informal resolution can't be reached, ask the complainant to submit his or her complaint in writing to the District's Affirmative Action/Title IX Officer pursuant to procedures, and explain that the complaint will be investigated within 30 days. Immediately notify Human Resources, and consider whether or not:

- Documents or data need to be secured
- The employee accused of discriminatory behavior should be placed on administrative leave
- Mandatory reporting requirements have been triggered