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Last Revised: \_\_\_\_\_  
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May 19, 2020

District 77 Policy 401P

## **401P EQUAL EMPLOYMENT OPPORTUNITY GRIEVANCE PROCEDURE**

### **I. PURPOSE**

The purpose of this policy is to provide a procedure to follow for persons who believe the District has violated or failed to comply with District 77 Policy 401 (Equal Employment Opportunity).

### **II. GENERAL STATEMENT OF POLICY**

- A. Any person who has a complaint alleging that the District is not complying with its Equal Employment Opportunity policy (District 77 Policy 401) or alleging any actions prohibited by this policy shall present the complaint in writing along with the reasons for such complaint to the District's Director of Human Resources.
- B. The Director of Human Resources shall investigate the complaint and determine whether the District is in fact in violation of state or federal law prohibiting discrimination. A decision shall be made by the Director of Human Resources and such decision shall be communicated to the complainant within fifteen (15) days of the initial reception of the complaint.
- C. If the Director of Human Resources finds that the complaint is justified, he/she shall initiate action to rectify the complaint.
- D. If the Director of Human Resources finds that the complaint is not justified, he/she shall so notify the complainant in written communication.
- E. If the complainant is not satisfied with the findings of the Director of Human Resources, an appeal may be made to the School Board. The appeal must be requested in a written communication to the Superintendent of Schools no later than fifteen (15) days after receipt of the written decision of the Director of Human Resources.
- F. A hearing before the School Board shall occur no later than thirty (30) days after the receipt of a written request for such hearing. The complainant may testify and may request that others testify in the complainant's behalf. The Director of Human Resources will present the

findings of the investigation called for in Step B. The Board shall reach a decision and notify the complainant of its findings no later than fifteen (15) days after the hearing.

- G. If the complainant is not satisfied with the decision of the Board, an appeal may be made to one or more of the following offices:

Director of the Office for  
Civil Rights  
300 South Wacker Drive  
Chicago, IL 60606

Commissioner of Human Rights  
200 Capitol Square Building  
St. Paul, MN 55101  
612-296-5663

Equal Employment Opportunity  
Commission (EEOC)  
Regional Office  
342 North Water Street  
Milwaukee, WI 53202  
414-224-1111

***Legal References:*** Minn. Stat. 363 (Minnesota Human Rights Act)  
29 U.S.C. § 621 et. seq. (Age Discrimination in Employment Act)  
29 U.S.C. § 2615 (Family and Medical Leave Act)  
38 U.S.C. § 2021 et. seq. (Vietnam Era Veterans' Readjustment Assistance Act)  
38 U.S.C. § 4211 et. seq. (Veterans' Reemployment Rights Act)  
42 U.S.C. § 2000e et. seq. (Title VII of the Civil Rights Act)  
42 U.S.C. § 12101 et. seq. (Americans with Disabilities Act)

***Cross References:*** District 77 Policy 402 (Disability Nondiscrimination)  
District 77 Policy 405 (Veterans' Preference)  
District 77 Policy 413 (Harassment and Violence)