

Policies of the Board of Education

Series 500: Personnel

EMPLOYMENT DISCRIMINATION/HARASSMENT COMPLAINT PROCEDURES

511-Rule

Any person who believes that the District or any part of the school organization has inadequately applied the principles and/or regulations of Title VI, Title VII, Section 504 or the Americans with Disabilities Act or has in some way violated the District's equal employment opportunity or sexual harassment policy may bring forward a complaint as outlined below:

- Step 1: Any person who believes he/she has a valid basis for complaint shall attempt to resolve the complaint promptly by discussion with the building principal, or in the case of an employee, with his/her supervisor. The complaint would be in writing and describe in as much detail as possible the facts of the situation. The principal or supervisor shall keep a written record of the discussion, provide a copy to the complainant, and render a decision within the ten (10) working days.
- Step 2: If the complaint is not resolved in Step 1, the complainant may file the complaint in writing with the Director of Human Resources. The complaint must be filed within ten (10) working days of the decision in Step 1 and must be by certified mail, return receipt requested. A copy of the complaint must also be mailed to the principal or supervisor involved. The Director of Human Resources shall arrange a meeting to discuss the complaint. Subsequent meetings may be scheduled as agreed to by both parties. The Director of Human Resources shall give a written answer to the complainant by certified mail, return receipt requested, within ten (10) working days after the final meeting regarding the complaint.
- Step 3: If the complaint is not resolved in Step 2, the complainant may file the complaint in writing with the Board Clerk. The complaint must be filed within ten (10) working days after the receipt of the Director of Human Resources decision, and must be by certified mail, return receipt requested. The Board of Education shall consider the complaint at the soonest appropriate meeting at which time the complainant shall have the right to present his/her position to the Board. The Board shall within thirty (30) working days after the meeting advise the complainant in writing by certified mail, return receipt requested, of the action taken with regard to the complaint.
- Step 4: If the complainant is not satisfied with the Board's decision, or in lieu of utilizing these complaint procedures, the complainant may utilize alternate actions available under state or federal laws (e.g. appeal to State Superintendent of Public Instruction (teachers), filing of complaint with Equal Rights Division of the Department of Workforce Development, the Office for Civil Rights - Region V and/or the courts having proper jurisdiction).

Legal Ref.: Immigration Reform and Control Act
Titles VI and VII of the Civil Rights Act of 1964 as amended by the Equal
Employment Opportunity Act of 1972
Title IX Regulation Implementing Education Amendments of 1972
Section 504, Rehabilitation Act of 1973
Age Discrimination Act of 1975
Americans with Disabilities Act of 1990
Civil Rights Act of 1991
Sections 111.31 - 111.395 Wisconsin Statutes
118.195
118.20

Cross Ref.: 411-Rule (2) Section 504/Title IX Complaint Procedures
512, Sexual Harassment

Adopted: 10/9/89

Revised: 8/12/91
5/11/92
March 1994
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Waunakee Community School District