

**Lawrence Township Public Schools**  
 2565 Princeton Pike Lawrenceville, NJ 08648  
 (609) 671-5401 • <http://www.ltps.org>

**AFFIRMATIVE ACTION GRIEVANCE FORM**

Created in accordance with attached Policy 1550—Affirmative Action Program for Employment and Contract Practices/Employment Practices Plan, and associated Regulation R-1550 Adopted 27 August 2008

<b>For Office Use Only:</b>	Distributed To:	Date of Distribution:
Grievance # _____	Affirmative Action Officer _____	
	Staff Member _____	
	Superintendent _____	
	Board of Education _____	

**GRIEVANCE REPORT**

Please submit this form to the Board of Education’s Affirmative Action Officer in Duplicate with original signatures. Forms should be submitted within 10 working days of complainant’s discussion of the matter with their immediate supervisor, in accordance with Regulation R-1550.

<b>COMPLAINANT: (Person filing the complaint)</b>		
<b>1. Last Name:</b>	<b>First Name:</b>	<b>Middle Initial:</b>
<b>2. Home Address:</b>		
<b>3. Telephone Number: (HOME):</b>		<b>(WORK):</b>
<b>4. Work Assignment:</b>		
<b>5. Building:</b>		
<b>6. Immediate Supervisor/Administrator:</b>		
<b>7. Please identify the type of discrimination and/or harassment. (Place a v by the type)</b>		
	Race	
	Creed	
	Religion	
	Sex	
	Ancestry	
	National Origin	
	Social/Economic Status	
	Disability	
	Age	
	Sexual Orientation	
	Other (Please Describe briefly—see #11)	

**8. Please indicate the date, time and place the discrimination and/or harassment incident took place.**

**Date:**

**Time:**

**Place:**

**9. Please list the names of any witnesses. (Attach separate sheet if necessary)**

**Name:**

**Location:**

**Name:**

**Location:**

**Name:**

**Location:**

**Name:**

**Location:**

**10. Describe the aspects of your complaint. Please be specific and provide details to fully demonstrate the discrimination and/or harassment. (Attach additional sheets if necessary.)**

**11. Describe the results of your discussion with your Immediate Supervisor, held in accordance with paragraph C1 of Regulation R-1550. Please detail why those results are not satisfactory. (Attach additional sheets if necessary.)**

**Signature of Grievant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**STEP 1 – Affirmative Action Officer’s Response**

Name of Affirmative Action Officer: \_\_\_\_\_

Date Received by Affirmative Action Officer: \_\_\_\_\_

**Decision Rendered (Attach additional sheets if necessary) *within 10 working days of receipt of grievance:***

Signature of Affirmative Action Officer: \_\_\_\_\_ Date: \_\_\_\_\_

**Position of Grievant (Attach additional sheets if necessary):**

***NOTE: An appeal may be made to the Superintendent in Writing within 20 working days after receipt of the Affirmative Action Officer’s response.***

Signature of Grievant: \_\_\_\_\_ Date: \_\_\_\_\_

**STEP 2 – APPEAL TO THE SUPERINTENDENT**

Name of Superintendent: \_\_\_\_\_

Date Received by Superintendent: \_\_\_\_\_

Decision Rendered (Attach additional sheets if necessary) *within 20 working days of receipt of appeal or hearing was held, whichever occurred later:*

Signature of Superintendent: \_\_\_\_\_ Date: \_\_\_\_\_

Position of Grievant (Attach additional sheets if necessary):

*NOTE: An appeal may be made to the Board of Education in Writing within 10 working days after receipt of the Superintendent's response.*

Signature of Grievant: \_\_\_\_\_ Date: \_\_\_\_\_

**STEP 3 – APPEAL TO THE BOARD OF EDUCATION**

**Name of Board Secretary:** \_\_\_\_\_

**Date Received by Board Secretary:** \_\_\_\_\_

**Decision Rendered (Attach additional sheets if necessary) *within 20 calendar days after appeal was filed or hearing held, whichever occurred later:***

**Signature of Board Member:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Position of Grievant (Attach additional sheets if necessary):**

**Signature of Grievant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

#### **STEP 4**

The complainant will have the right to appeal the Board of Education's decision to:

**The Commissioner of Education**  
**Division of Controversies and Disputes**  
New Jersey State Department of Education  
225 East State Street  
Trenton, New Jersey 08625-0500

*Telephone: (609) 292-5705*

Or,

**The New Jersey Division on Civil Rights**  
31 Clinton Street  
Newark, New Jersey 07105

*Telephone: (973) 648-2700*

# POLICY

## LAWRENCE TOWNSHIP BOARD OF EDUCATION

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### AFFIRMATIVE ACTION PROGRAM FOR EMPLOYMENT AND CONTRACT PRACTICES/ EMPLOYMENT PRACTICES PLAN

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#### 1550 AFFIRMATIVE ACTION PROGRAM FOR EMPLOYMENT AND CONTRACT PRACTICES/EMPLOYMENT PRACTICES PLAN

The Board of Education shall, in accordance with law, strive to overcome the effects of any previous patterns of discrimination in district employment practices and shall systematically monitor district procedures to insure continuing compliance with anti-discrimination laws and regulations.

No qualified handicapped person, shall, on the basis of handicap, be subjected to discrimination in employment and the Board will take positive steps to employ and advance in employment qualified handicapped persons in programs and activities.

The Director of Personnel shall serve as Affirmative Action Officer and shall coordinate all activities designed to implement this policy. It will be the responsibility of the Affirmative Action Officer to:

1. Study job descriptions, job qualifications, and salary guides for discriminatory practices;
2. Compare the characteristics of persons in the district's hiring region who possess skills required by the district to the characteristics of district employees;
3. Develop methods to search out sources of candidates for employment;
4. Recommend methods of recruitment that will encourage all groups of under-represented applicants;
5. Review recruiting advertisements and application forms;
6. Compare data on the promotion and discharge of women, minorities, and any other under-represented groups in particular job categories to district-wide data on promotion and discharge of employees; and
7. Recommend programs that will encourage greater job opportunities for women and members of minority groups.



# POLICY

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### AFFIRMATIVE ACTION PROGRAM FOR EMPLOYMENT AND CONTRACT PRACTICES/ EMPLOYMENT PRACTICES PLAN

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The Affirmative Action Officer shall report as required to the Board on progress made in the affirmative action program for employment and contract practices. The Board will annually review district progress toward objectives of any state-approved affirmative action plan.

20 U.S.C.A. 1681; 20 U.S.C.A. 1703(d)

N.J.S.A. 10:5-1 et seq.

N.J.S.A. 18A:6-5 et seq.

N.J.A.C. 6A:7-1.8

Adopted: 9 December 1998

Revised: 9 July 2008





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AFFIRMATIVE ACTION PROGRAM FOR EMPLOYMENT AND CONTRACT  
PRACTICES/EMPLOYMENT PRACTICES PLAN COMPLAINT PROCEDURE

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## R 1550 AFFIRMATIVE ACTION PROGRAM FOR EMPLOYMENT AND CONTRACT PRACTICES/EMPLOYMENT PRACTICES PLAN COMPLAINT PROCEDURE

### A. Purpose and Application

1. The purpose of this procedure is to give any district employee or candidate for district employment the opportunity to appeal an alleged violation of the district's Affirmative Action Plan for employment and contract practices, as set forth in Policy No. 1550 or in a plan formally adopted by the Board of Education and approved by the Commissioner.
2. No qualified handicapped person, shall, on the basis of handicap, be subjected to discrimination in employment and the Board will take positive steps to employ and advance in employment qualified handicapped persons in programs and activities.
3. This procedure is intended to facilitate an equitable and just resolution of a dispute at the most immediate level and should be implemented in an informal manner.
4. Every reasonable effort will be made to expedite the process in the interest of a prompt resolution. Time limits may, however, be extended with the consent of all parties.
5. All participants in the procedure will respect the confidentiality that this district accords to information about individual teaching staff members.

### B. Definitions

1. "Board of Education" means the Board of Education of the Lawrence Township (Mercer County) Public School District.
2. "Complaint" means an alleged violation of the district's Affirmative Action Plan or Policy.
3. "Complainant" means a teaching staff member who alleges a violation of the district's Affirmative Action Plan or Policy No. 1550.
4. "Day" means a working or calendar day as identified.



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## AFFIRMATIVE ACTION PROGRAM FOR EMPLOYMENT AND CONTRACT PRACTICES/EMPLOYMENT PRACTICES PLAN COMPLAINT PROCEDURE

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5. “School district” means the Lawrence Township (Mercer County) Public School District.
6. “Violation” means the failure of a district official or employee to take the positive steps outlined in Policy No. 1550 or the duly approved Affirmative Action Plan to remove impermissible bias or preference from all aspects of district employment practices and/or to correct the results of past discrimination.

### C. Procedure

1. A complainant who believes that he/she has been harmed or adversely affected by a failure to enforce the district’s Affirmative Action Plan for employment and contract practices shall discuss the matter with his/her immediate supervisor in an attempt to resolve the matter informally.
2. If the matter is not resolved to the satisfaction of the complainant within 10 working days, the complainant may submit a written complaint to the Affirmative Action Officer. The complaint will include:
  - a. The complainant’s name and address,
  - b. The specific failure to act that the complainant complains of,
  - c. The school officer or employee, if any, responsible for the alleged violation of the Affirmative Action Plan,
  - d. The results of discussions conducted in accordance with paragraph C1, and
  - e. The reasons why those results are not satisfactory.
3. The Affirmative Action Officer will investigate the matter informally and will respond to the complaint in writing no later than 10 working days after receipt of the written complaint. A copy of the complaint and the response will be forwarded to the Superintendent.
4. The response of the Affirmative Action Officer may be appealed to the Superintendent in writing within 20 working days after it has been



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## AFFIRMATIVE ACTION PROGRAM FOR EMPLOYMENT AND CONTRACT PRACTICES/EMPLOYMENT PRACTICES PLAN COMPLAINT PROCEDURE

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received by the complainant. The appeal will include the original complaint, the response to the complaint, and the complainant's reason for rejecting the response. A copy of the appeal must be given to the staff member alleged to have violated the Affirmative Action Plan.

5. On his/her timely request (that is, submitted before the expiration of the time within which the Superintendent must render a decision), the complainant will be given an informal hearing before the Superintendent, at a time and place convenient to the parties, but no later than 20 working days after the request for a hearing has been submitted. The Superintendent may also require the presence at the hearing of the staff member charged with violation of the Affirmative Action Plan and any other person with knowledge of the violation complained of.
6. The Superintendent will render a written decision in the matter no later than 20 working days after the appeal was filed or the hearing was held, whichever occurred later. Copies of the decision will be given to all parties and to the Board of Education.
7. The complainant may appeal the Superintendent's decision to the Board by filing a written appeal with the Board Secretary no later than 10 working days after receipt of the Superintendent's decision. The appeal will include:
  - a. The original complaint,
  - b. The response to the complaint,
  - c. The Superintendent's decision,
  - d. A transcript of the hearing, if one has been made, or a summary of the hearing to which all parties have consented, and
  - e. The complainant's reason for believing the Superintendent's decision should be changed.
8. A copy of the appeal to the Board must be given to the staff member, if any, charged with a violation of the Affirmative Action Plan.



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## AFFIRMATIVE ACTION PROGRAM FOR EMPLOYMENT AND CONTRACT PRACTICES/EMPLOYMENT PRACTICES PLAN COMPLAINT PROCEDURE

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9. The Board will review all papers submitted and may render a decision on the basis of the proceedings below. If the complainant so requests, the Board may convene a hearing, at which all parties may be represented by counsel and may present and examine witnesses, who will testify under oath.
  10. The Board will render a written decision no later than 20 calendar days after the appeal was filed or the hearing held, whichever occurred later. Copies of the decision will be given to all parties.
  11. The complainant will be informed of his/her right to appeal the Board's decision to the:
    - a. Commissioner of Education  
Division of Controversies and Disputes  
New Jersey State Department of Education  
225 East State Street  
Trenton, New Jersey 08625-0500  
Telephone: (609) 292-5705 or the
    - b. New Jersey Division on Civil Rights  
31 Clinton Street  
Newark, New Jersey 07102  
Telephone: (973) 648-2700
- D. Record
1. The records of any complaint processed in accordance with this procedure shall be kept in a file maintained by the Affirmative Action Officer.
  2. A copy of the decision rendered at its highest level of appeal will be kept in the complainant's personnel file.

Adopted: 27 August 2008

