



Northshore School District  
Human Resources

***DISCRIMINATION/HARASSMENT COMPLAINT PROCEDURES AND CHECKLIST***

Board procedures 5010P and 5011P 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 they are not satisfied with the resolution.

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

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

**Nature of Complaint:**

Complainant alleges violation of policy	<input type="checkbox"/> 5010	<input type="checkbox"/> 5012	<input type="checkbox"/> 5011
Complainant has been given a copy of the applicable policy/procedure	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Complainant alleges violation of policy based on a protected status	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Complainant has previously reported discriminatory or harassing behavior	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Date of previous complaint			
Complainant feels safe in the workplace	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
If complainant doesn't feel safe in the workplace, steps can be taken to ensure his/her safety	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Complainant has been directed to keep the complaint confidential	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Informal resolution can be reached	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

**Nature of Informal Resolution**

Supervisor \_\_\_\_\_ Complainant \_\_\_\_\_  
Dated \_\_\_\_\_

If informal resolution can't be reached, ask the complainant to submit their 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