

Title: Compliance Complaint - Procedure

A. Equal Employment Opportunity, Affirmative Action and Americans with Disabilities

Complaint Officer:

NAME Julie Foster, Chief Legal and Human Resources Officer
OFFICE ADDRESS 300 W. Broadway, Ste. 1600, Council Bluffs, IA 51503
PHONE NUMBER 712-328-6509
EMAIL ADDRESS jfoster@cbscd.org
OFFICE HOURS 8:00am to 5:00pm Monday through Friday

Alternate:

NAME Tim Hamilton, Chief of Student and Family Services
OFFICE ADDRESS 300 W. Broadway, Ste. 1600, Council Bluffs, IA 51503
PHONE NUMBER 712-328-6423
EMAIL ADDRESS thamilton@cbscd.org
OFFICE HOURS 8:00am to 5:00pm Monday through Friday

B. Procedure

1. Any employee or applicant who believes that he or she has been subjected to discrimination in hiring, placement, upgrading, transfer or demotion, recruitment, advertising or solicitation for employment, treatment during employment, rates of pay or other forms of compensation, and layoff or termination, based on race, color, age, national origin, sex, sexual orientation, marital status, socioeconomic status, physical or mental disability, religion, creed, genetic information, ancestry, geographic location, citizenship, political party preference or belief, familial status or any other legally protected trait or characteristic, shall file a written report with the Board-appointed complaint officer. A Complaint Form is provided for this purpose.

2. The complaint officer receiving complaints shall promptly investigate the complaint in an informal manner through the following process:

- a. The complaint officer shall review the information as stated on the written complaint and confer with the complainant in order to obtain a clear understanding of that party's statement of facts.
- b. The complaint officer may hold as many meetings with all parties involved as is

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necessary to gather information.

- c. On the basis of the complaint officer's perception of the situation, he or she may:
 - 1) attempt to resolve the matter informally through conciliation;
 - 2) report the incident and transfer the records to the Superintendent, and also notify the complainant.
3. After reviewing the record made before the complaint officer, the Superintendent may attempt to gather more information necessary to make a determination of the disposition of the case, and will take action as appropriate.
4. The complainant may, at any time, file a charge of discrimination with the following governmental agencies:

U.S. Equal Employment Opportunity Commission
Milwaukee Area Office
Reuss Federal Plaza
310 West Wisconsin Ave., Suite 500
Milwaukee, WI 53203-2292
Phone: 1-800-699-4000

AND/OR

Iowa Civil Rights Commission
Grimes State Office Building
400 E. 14th St.
Des Moines, IA 50319-0201
Phone: 1-800-457-4416

Approved: June 10, 1993

Reviewed: March 25, 2002
June 23, 2020

Revised: February 24, 2004
May 27, 2008
March 30, 2010
October 14, 2014
April 28, 2015
June 23, 2015
June 25, 2025