Established 1915
BROWARD
County Public Schools

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

EQUAL EDUCATIONAL OPPORTUNITIES

INTERNAL CHARGE/COMPLAINT INTAKE PROCEDURES

I. INQUIRY

A. An Inquiry form is completed whenever a call or visit concerning allegations of unfair or discriminatory practices is received.

B. If, after reviewing the inquiry and any supporting documents, the Administrator determines that the complaint or concern does not relate to discrimination (adverse action or disparate treatment based on age, disability, gender, race, etc.), the Complainant is so advised. The Administrator will refer the Complainant to any other sources for resolution of the matter whenever possible.(Employee Relations, Union, etc.).

C. If it is determined that the complaint relates to discrimination or that there is a prima facie (*In law, adequate to establish a fact or raise a presumption of fact unless refuted; at first sight.) implication of discrimination, the Complainant is asked if he/she wishes to file a formal complaint.

(1) If the Complainant wishes to pursue the matter, the inquiry becomes a formal charge. Attempts will be made whenever possible to resolve the complaint informally.

(2) If the Complainant does not wish at the time of the inquiry to file a formal complaint, a note is made on the Inquiry form and/or the inquiry is held, pending for future action.

(3) If no further contact is made by the Complainant and if no action is required by law, the inquiry will be administratively closed.

(4) If further contact is no made by complainant and action is required by law, (for example, sexual harassment) the complainant will be so advised.

D. Complainant is advised of his/her right to file a complaint with the Equal Employment Opportunity Commission, the Office for Civil Rights, or any other applicable agency.

II. FORMAL CHARGE

A. The Complainant completes a Discrimination/ Intake Form.

B. An interview is held with the Complainant, if necessary, to obtain additional information and to clarify the complaint.

C. A complaint number is assigned to the charge.

D. The alleged parties to the discrimination (Respondents) are notified that a charge has been filed. A written notice containing the specifics of the charge is sent to the Respondent. The Respondent is required to respond in detail to each allegation raised by the Complainant. The Respondent is also asked to submit documents that support his/her position.

E. On occasion, a charge will require a visit to the school or site of the alleged discrimination in order to interview witnesses or to review other documentation. It may also be necessary to contact the Personnel Records Department to review personnel documents.

F. The Administrator reviews the Respondent's response, results of the site visit, personnel records, and any other relevant documents. A determination or finding (probable cause or no probable cause will be based on the documentation presented.

G. The Charging Party and the Respondent are informed in writing of the final determination.

H. If a Probable Cause determination is made, attempts are made to conciliate the complaint to the satisfaction of all parties involved.

(Note: Charges involving sexual harassment are also investigated by the EEO/ADA Compliance Department. However, the completed investigation package is submitted to the Professional Standards Committee for final determination.)

EEO INVESTIGATIVE PROCESS (FORMAL COMPLAINT)

- Complainant must email complaint to eeo@browardschools.com
- Information Specialist Requests/Gathers Pertinent Information from Complainant and Explains Investigative Process
- Alleged Harasser Given Written Notice of Investigation
- Complainant Gives Taped Statement and /or Provides Documentation
- Response/Information Received from Alleged Harasser/Witnesses i.e., Documentation and/or Taped Statement
- Documents Reviewed and/or Statements Transcribed and Summary Prepared

SEXUAL HARASSMENT

- Documents Sent to Professional Standards Committee
- Case Reviewed and Determination Made
- Complainant/Alleged Harasser Notified in Writing of Determination

ALL OTHER ALLEGATIONS

- Determination Rendered by EEO Staff
- Complainant/Alleged Harasser Notified in Writing of Determination

Equal Educational Opportunities/ADA Compliance
600 SE 3 Avenue, 14 Floor
Fort Lauderdale, Florida 33301
Phone: 754-321-2150 Fax: 754-321-2714

The School Board of Broward County, Florida, prohibits any policy or procedure which results in discrimination on the basis of age, color, disability, gender identity, gender expression, genetic information, marital status, national origin, race, religion, sex or sexual orientation. The School Board also provides equal access to the Boy Scouts and other designated youth groups. Individuals who wish to file a discrimination and/or harassment complaint may call the Director, Equal Educational Opportunities/ADA Compliance Department & District's Equity Coordinator/Title IX Coordinator at 754-321-2150. Individuals with disabilities requesting accommodations under the Americans with Disabilities Act Amendments Act of 2008, (ADAAA) may call Equal Educational Opportunities ADA Compliance Department at 754-321-2150 or eeo@browardschools.com.