



COMPLAINT OF BULLYING/HARASSMENT/DISCRIMINATION AND INVESTIGATION PROCESS

Milwaukee Public Schools is committed to equal employment opportunity, a bullying free, harassment free and non-discriminatory workplace in accordance with Board Policy, State law (including the WFEA) and Federal law (including Title VI and Title VII of the Civil Rights Act of 1964, as amended; the Age Discrimination in Employment Act of 1967, as amended; Title II of the Genetic Information Nondiscrimination Act of 2008; Title IX of the Education Amendments of 1972; the Americans with Disabilities Act of 1990, as amended; the Rehabilitation Act of 1973, as amended; and Title 34 C.F.R. §104.01, et. seq.) The steps identified in this process allow for resolution of alleged complaints of bullying, harassment or discrimination by the MPS Equal Employment Opportunity (EEO) Compliance Specialist or by another designee of the Office of Human Resources, Employee Rights Administration Department. This process is not intended to limit or prevent individuals from seeking resolution or counseling from other sources.

The process begins with a written complaint and initial interview of the complainant. The written complaint may be filed with either the complainant's supervisor or with the District's EEO Compliance Specialist, who can be reached at 414-475-8427 in the Office of Human Resources (OHR), Employee Rights Administration Department (ERAD). The complainant's allegations are determined from the complaint form and/or the complaint intake interview. Therefore, it is important that the complainant provide a detailed account of any information surrounding the alleged bullying, harassment, or discrimination along with specific dates, names of persons responsible for the alleged violation, names of persons who may have witnessed the alleged violation, and any background information the complainant believes to be relevant. The complainant should indicate whether he or she is a Milwaukee Public Schools employee or applicant, the issues involved, and if discrimination is alleged, the basis (e.g., race, sex, age, etc) of discrimination.

If the complainant's allegations are accepted for investigation by the EEO Compliance Specialist, an investigation will be undertaken. Witnesses and pertinent management officials may be contacted to discuss the allegations and relevant information. If the evidence leads the EEO Compliance Specialist or another ERAD designee to conclude that unlawful bullying, harassment or discrimination has occurred, then Milwaukee Public Schools may recommend discipline, training, and/or counseling. If the investigation does not disclose any unlawful bullying, harassment, discrimination, the complainant, respondent and department head, principal and/or administrator will be informed of the decision. It is important that applicants and employees of Milwaukee Public Schools understand that bullying, harassment, and discrimination complaints are taken very seriously.



**MILWAUKEE
PUBLIC SCHOOLS**

OFFICE OF HUMAN RESOURCES
Employee Rights and Administrative Law Department
5225 West Vliet Street, Room 128
Milwaukee, WI 53208
Phone: (414) 475-8427
FAX: (414) 777-7857

COMPLAINT OF BULLYING/HARASSMENT/DISCRIMINATION

(Please Print Clearly)

Name: _____ Employee. I.D. No.: _____

Job Title: _____ School/Dept: _____

Work Site Address: _____
City State Zip

Home Address: _____
City State Zip

Phone: _____ Email: _____
Work Phone Home Phone Cell Phone

ISSUES INVOLVED [Check appropriate box(es)]:

- | | | |
|---|--|---|
| <input type="checkbox"/> Accommodation | <input type="checkbox"/> Harassment | <input type="checkbox"/> Leave of Absence (denial/interference) |
| <input type="checkbox"/> Bullying | <input type="checkbox"/> Hiring/Promotion/Transfer | <input type="checkbox"/> Termination/Discipline |
| <input type="checkbox"/> Discrimination | <input type="checkbox"/> Job Assignment | <input type="checkbox"/> Other (Specify):
_____ |

BASIS FOR COMPLAINT [Only if discrimination is alleged, please check appropriate box(es)]:

- | | | | |
|---|--|-----------------------------------|---|
| <input type="checkbox"/> Age (40 or Over) | <input type="checkbox"/> National Origin | <input type="checkbox"/> Religion | <input type="checkbox"/> Sexual Orientation |
| <input type="checkbox"/> Disability | <input type="checkbox"/> Race | <input type="checkbox"/> Sex | <input type="checkbox"/> Other _____ |

INDIVIDUAL(S) RESPONSIBLE FOR ADVERSE TREATMENT (Name all relevant persons):

a. _____
Name/Title/Department/Location

b. _____
Name/Title/Department/Location

c. _____
Name/Title/Department/Location

1. Have you filed an official complaint with the Equal Employment Opportunity Commission (Federal), Equal Rights Division (State), Union or commenced a private legal investigation?

____ Yes ____ No

a. If yes, with whom was the action commenced?

b. Are you represented by an attorney? ____ Yes ____ No

If yes, please furnish name and contact information: _____

c. At what stage is the action?

2. Describe in detail and chronologically from the beginning the alleged act(s) indicating dates, places, names and titles of persons involved. (Add additional pages if necessary and please print.) Include pertinent dates and MPS officials (administrators or supervisors) that are involved or that you spoke with. If you have supporting documentation (correspondence, documents, emails, etc.) that will help others to understand the event you describe and substantiate your allegations, please submit it in electronic form as an email attachment(s) to: spearsyq@milwaukee.k12.wi.us. Include "Complaint" in the subject line and include your full name and the date of your online submission in the body of the message.

3. Why do you believe the action(s) were taken against you? Explain why you feel the actions were motivated by the issue you listed on Page 1 of this form.

4. Do you know of other individuals who were treated differently under similar circumstances?

____ Yes ____ No

If yes, please describe the comparative situation and provide the name(s) of the individuals(s).

5. Have you attempted to resolve this matter by discussing it with someone else (management, union, Employee Assistance Program)?

____ Yes ____ No

If yes, give the name and title of the person and state what happened.

6. What explanation, if any, was offered for the actions by the Respondent (person to which the complaint is filed against)?

7. If this is a disability complaint, describe the disability or why you think the person against whom this complaint is being filed regarded you as being disabled. (Add additional pages if necessary.)

8. If this is a retaliation complaint, what act of discrimination did you oppose and when, have you participated in any grievances, complaints or hearings involving discrimination?

What evidence will show a connection between your opposition to discrimination and the treatment you received?

9. If this is a complaint based on your religion, how was your employer made aware of your religion?

Did you request any special accommodation for your religion? (Please explain).

10. Please provide the name(s), telephone number(s), and a description of the information that can be provided by any witness(es) that you believe can provide evidence in support of your charge.

Outcome of the Complaint

I would like to see the following as the outcome or resolution of the complaint:

Affirmation and Release

I understand that some of the records obtained or created during the investigation may be subject to disclosure under applicable Wisconsin Public Records law.

I have read and affirm all of the following (please put an "X" at each statement):

_____ I hereby attest that the above information is true and accurate to the best of my knowledge, information, and belief. I will provide additional information and supporting documentation upon request.

_____ I understand that the information I provide is considered confidential and will be shared only with those persons who are considered by the MPS Employee Rights Department to be important to the investigation and disposition of this complaint, subject to Federal, State and local laws. I hereby give the MPS Employee Rights Department permission to thoroughly investigate my complaint.

_____ I understand that MPS Employee Rights Department may either:

1. Dismiss the complaint if an investigation determines that the complaint is without merit; or
2. Refer the complaint for further action as appropriate and necessary.

_____ I hereby affirm that I have executed this form (select one):

_____ on my own behalf

OR

_____ on behalf of the complainant for the specific purposes I describe.

Signature

Date Submitted

Please send the completed "Complaint of Bullying/Harassment/Discrimination" form to:

Yashica Spears
EEO Compliance Specialist
Milwaukee Public Schools
5225 West Vliet Street, Room 128
P.O. Box 2181
Milwaukee, Wisconsin 53201-2181

Email: spearsyq@milwaukee.k12.wi.us
Phone: (414) 475-8427
FAX: (414) 777-7857

YS

JRG/YQS: 12/15/2021

WHY SHOULD I USE GPS

GPS is voluntary. You choose if you want to find a solution to the issues.

GPS is confidential. The process and the resolution are not shared with others.

GPS is self-determining. You and the other person decide the best outcome to the issues you have with each other. You choose how you'd like to resolve the problem.



Milwaukee Public Schools

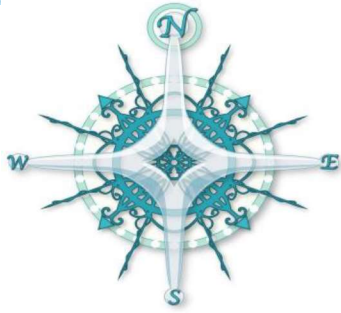
Office of Human Capital
Employee Rights Administration
Department
5225 W Vliet St., Room 124
Milwaukee, WI 53201
Phone: 414-773-9876
Fax: 414-777-7857
freibetm@milwaukee.k12.wi.us

GPS: Guided Problem Solving

Guiding MPS Employees
through the Workplace
Conflict Resolution Process



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WHAT IS GPS?

GPS is a way for employees to resolve workplace conflict and issues that can arise between co-workers. Employees who choose GPS work with a trained, experienced problem-solving Guide who helps employees through steps designed to help them find their own solutions to the problems they experience with each other.

HOW DO I USE THE PROCESS?

There are two ways to begin. You and the other employee can make a joint request to start GPS, or you can make a request on your own. Your supervisor has to approve the request to miss work to attend a session.

WHAT HAPPENS THEN?

The GPS Intake Coordinator will take some basic information about the kind of difficulties you are having, and will tell you if the problem is a good fit for GPS. If only one person has asked for GPS, the Intake Coordinator will ask the other employee if he or she would like to participate in GPS. Once both of you have agreed to participate, the Intake Coordinator will work with you to select a Problem-Solving Guide. You can learn more about the specially trained Guides from a list. If both of you cannot agree on a Guide, the Intake Coordinator will choose one for you. The Guide will then schedule a meeting for you both.

WHAT HAPPENS AT THE RESOLUTION SESSION?

Before the session begins, it is a good idea to think about what is important to you, what the other person's point of view might be, and what you are willing to do to resolve the situation. The Guide will start the session by asking you to sign an agreement that covers the key parts of the process and its outcomes. The Guide will want each of you to explain what has happened from your own perspective. The Guide works with you to outline the issues and will start helping you resolve the problem with solutions you both design.

WHO ARE THE GUIDES?

The Problem-Solving Guides are MPS employees or retirees who have received special training in conflict resolution and problem solving. They will help you identify your concerns, think of possible solutions, negotiate with each other, and work towards a solution you both can live with. The Guides come from different regions and occupations within MPS.

WHAT ELSE SHOULD I KNOW?

You can go to one GPS session for up to three hours each year. If you reach a resolution, there will be a written agreement so that both of you know what you've agreed to do. Since this process looks to the future, remedies like monetary settlements for past wrongs are not available.

Three out of four people who use processes like GPS find a way to resolve their problems on their own.



Employee Request for GPS: Guided Problem Solving

How did you hear about GPS?

Form: Fax Mail Other

Request by: individual joint request

Requesting Party:

Name:

Address:

Phone (Work/Other):

E-mail address (Work/Other):

Work Location:

Brief Summary of Requesting Party's Issues:

Responding Party:

Name:

Address:

Phone:

E-mail address:

Work Location:

Brief Summary of Responding Party's Issues: (Where a Joint Request)



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Previous Action Taken by Parties to Resolve Issues, If Any:

**Is there any kind of Grievance, Unfair Labor Practice or formal or informal complaint pending?
If so, who filed? Please specify date filed.**

**Are you requesting a particular GPS Guide? If so, who?
(See ERAD homepage for GPS Guide Profiles)**

Are there any other circumstances we should be aware of?

Received by: _____
Date Received: _____
Intake by: _____
Assigned to: _____
Action Taken: _____
(e.g., assigned to mediation)

EAP services

Milwaukee Public Schools

Call: 800 638-3327

Visit: myassistanceprogram.com/fei/

Use Code: MPSEAP

We're here for you: 24/7/365

Your Employee Assistance Program (EAP) can help you strengthen your well-being and overcome some of life's most common challenges. When you have the support you need, everyone benefits. We have stronger employees, families and workplaces.

Our EAP counselors are accessible day or night. When you call, they'll assess your needs and help you find appropriate resources. They may refer you to short-term counseling or to specialists for legal, financial or work-life consultations. All services are free and confidential.

Your EAP website, myassistanceprogram.com/fei/, provides access to additional information and resources, including our monthly webinars. Here's a closer look at your EAP benefits:



Short-term counseling Up to 6 sessions per issue per year to help you:

- Alleviate emotional stress
- Enhance interpersonal relationships
- Tackle family/parenting challenges
- Deal with substance misuse
- Manage strong feelings
- Build on personal strengths
- Navigate life transitions
- Work through grief and loss



Legal benefit One consultation per issue:

- Bankruptcy, foreclosure
- Home sale/purchase or lease agreement
- Separation or divorce
- Adoption
- Child custody/child support
- Free simple will
- Traffic, civil or criminal matters
- Elder law
- Legal document review
- Simple dispute resolution



Financial benefit Consultation for issues such as:

- Manage expenses and debt
- Prepare a realistic budget
- Deal with tax-related questions
- Plan for retirement
- Identity theft solutions
- Invest in a college education
- Student loan coaching
- Home purchase education
- Credit report review



Work-Life benefit Consultations and referrals for:

- Childcare
- Adoption
- Elder care
- Dependent care
- K-12 & higher education resources
- Medical Advocacy
- Life Coaching