

**ADMINISTRATIVE PROCEDURES OF THE
MILWAUKEE PUBLIC SCHOOLS**

**ADMINISTRATIVE PROCEDURE 6.02
EQUAL EMPLOYMENT OPPORTUNITY COMPLAINT PROCEDURE**

(1) The Milwaukee Public Schools is committed to equal employment opportunity and a non-discriminatory workplace, in accordance with board policy, state law (including the WFEA), and federal law (including, without limitation by enumeration, 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. Section 104.01, et. seq.) as required by law for all individuals regardless of race, color, ancestry, religion, gender, sex, national origin, disability, age, creed, sexual orientation, marital status, veteran status, or any other legally protected characteristic.

(2) Reasonable goals and specific strategies shall be developed for each job classification in which groups based on race, gender, or national origin are under-represented to increase the representation of such groups.

(3) Milwaukee Public Schools will provide reasonable accommodations as required by law to a qualified individual with a disability to enable such individual to perform the essential functions of the Milwaukee Public Schools position for which he/she is applying or in which he/she is employed.

(4) Any employee who feels that she/he has been subjected to illegal discrimination under paragraph (1) of this policy is encouraged to contact her/his immediate supervisor and/or the Equal Employment Opportunity (EEO) Compliance Officer in the Office of Human Capital with his/her complaint. The steps identified in this process allow for resolution of complaints of discrimination by the District Equal Employment Opportunity (EEO) Compliance Officer or another designee of the Office of Human Capital, Employee Rights Administration Department. This process is not intended to limit or prevent individuals from seeking resolution or counseling from other sources.

- a. 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 Officer, in the Office of Human Capital (OHC), Employee Rights Administration Department (ERAD). 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) of discrimination.
- b. If an employee believes he or she has a dispute with a co-worker or supervisor that involves discrimination or any other workplace conflict, the employee may request mediation by submitting a request to the Employee Rights Administration Department (ERAD), Office of Human Capital. ERAD will determine whether mediation services will be offered. The purpose of voluntary workplace mediation is to allow the parties to come to an amicable resolution of their workplace dispute. Key parties to the dispute must voluntarily agree to the mediation process.

(5) The Milwaukee Public Schools does not tolerate discrimination in any form and will take all necessary and appropriate action to discipline offenders, up to and including termination. Any violation of this policy shall be dealt with in an expeditious and forthright manner.

History: Adopted 11-24-86; Revised 4-25-06, 9-18-14
Cross Ref.: Admin. Policy 6.02 Equal Employment Opportunity

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