



Employee Complaint Intake Form

This form assists administrators in determining the appropriate process for employee concerns. Auburn School District has three primary processes depending on the nature of the concern.

Policy 5010 – Nondiscrimination and Affirmative Action applies when a complaint alleges discrimination or harassment based on a protected class:

- Sex
- Race
- Ethnicity
- Color
- Religion
- Creed
- National origin
- Sexual orientation
- Gender identity
- Gender expression
- Homelessness
- Immigration or citizenship status
- Disability
- Neurodivergence
- Use of a trained dog guide or service animal
- Age
- Honorably discharged veteran or military status

Policy 5011 – Sexual Harassment specifically addresses sexual harassment or sex-based harassment, including unwelcome sexual advances, requests for sexual favors, or verbal/physical conduct of a sexual nature that creates a hostile work environment.

Procedure 5270 – Resolution of Staff Complaints addresses workplace concerns that do not involve discrimination based on a protected class. Examples include interpersonal conflict, supervisory decisions, workload concerns, or unprofessional conduct not tied to protected status.

Administrator Decision Guide

Is the complaint about sexual conduct or sex-based harassment?

→ If YES: Refer to Procedure 5011P (Sexual Harassment / Title IX)

Does the complaint involve discrimination or harassment based on a protected class?

→ If YES: Refer to Procedure 5010P (Civil Rights / Discrimination)

If the complaint does NOT involve a protected class:

→ Address through Procedure 5270P (Staff Complaint Resolution)

Reminder: A 'hostile work environment' under civil rights law must be connected to harassment based on a protected class. General workplace conflict, personality disputes, or unprofessional behavior without a protected-class connection should be handled through Procedure 5270

Complaint Information

Date Received:

Administrator:

Complainant Name:

Position:

Describe the complaint:

Complaint Type

Policy 5010 – Discrimination/Harassment based on protected class

Does the complainant want to file a formal complaint? Submit this to Civil Rights Coordinator.

Policy 5011 – Sexual Harassment

Does the complainant want to file a formal complaint? Submit this to Title IX Coordinator.

Procedure 5270 – Staff Complaint (not based on protected class)

Safety Assessment

Does the complainant feel safe in the workplace? Yes No

If no, describe steps taken:

Informal Resolution Attempted

Yes No Not appropriate

If yes, describe outcome:

Auburn School District complies with all federal rules and regulations and does not discriminate in any programs or activities on the basis of sex, race, ethnicity, color, religion, creed, national origin, sexual orientation, gender identity, gender expression, homelessness, immigration or citizenship status, disability, neurodivergence, the use of a trained dog guide or service animal, age, and honorably discharged veteran or military status and provides equal access to the Boy Scouts and other designated youth groups.

Civil Rights Compliance Coordinator and Title IX Coordinator for Staff:
Jon Young, jyoung@auburn.wednet.edu (253) 931-4932