

ADMINISTRATIVE PROCEDURE

5010P

PROCEDURE FOR REPORTING DISCRIMINATION AND/OR VIOLATION OF EQUAL OPPORTUNITY EMPLOYMENT

To ensure fairness and consistency, the following reporting procedure is to be used exclusively with regard to employment related problems covered by state and federal equal employment opportunity (nondiscrimination) laws. No staff member or applicant's status with the Olympic ESD 114 shall be adversely affected because the individual utilized these procedures.

The primary purpose of this procedure is to secure a resolution to a justifiable complaint; hence, the following steps shall be taken:

Reporting Procedure – Applicants

When an applicant believes he/she has been discriminated against in the application and/or employment process, the individual should contact the HR Director/Compliance Officer either in person or in writing and state the basis of the alleged discrimination.

If the HR Director/Compliance Officer is unable to resolve the complaint, he/she will request the complainant to submit the specifics of the allegation, including but not limited to the anti-discrimination law that is alleged to be violated and specific reasons why the individual believes the law was violated. The HR Director/Compliance Officer will notify the Olympic ESD 114 Superintendent of the complaint and will investigate the complaint in a timely manner. The HR Director/Compliance Officer will provide a written response to the complainant.

If the complainant is not satisfied with the response from the HR Director/Compliance Officer, he/she can submit the written complaint to the Olympic ESD 114 Superintendent who will determine if further investigation is warranted. The Olympic ESD 114 Superintendent will provide a written response to the complainant indicating actions, if any, that will be taken to resolve the complaint.

Reporting Procedure – Staff Informal Review

When a staff member has an employment problem concerning equal employment opportunity and/or alleged discrimination, he/she is encouraged to discuss the problem with his/her immediate supervisor within sixty (60) calendar days of the circumstances which gave rise to the problem. It is intended that the informal discussion will resolve the issue. If the staff member feels he/she cannot approach the supervisor because of the supervisor's involvement in the alleged discrimination, the staff member may directly contact the HR Director/Compliance Officer before pursuing informal or formal procedures. If the discussion with the immediate supervisor or HR Director/Compliance Officer does not resolve the issue, the staff member may proceed to the formal review procedures.

Formal Review

Complaint Form 5010F Reporting Alleged Violation of Equal Employment Opportunity or Non-discrimination may be utilized, but is not required. The written complaint must be signed by the complaining party and provide the specific acts, condition or circumstances alleged to be in violation. HR Director/Compliance Officer shall commence investigating the allegations set forth within ten (10) work days of the filing of the allegation. The officer shall provide the Superintendent with a full written report of the complaint and the results of the investigation. The Superintendent shall respond in writing to the complainant as expeditiously as possible, but in no event later than ten (10) calendar days following receipt of the written report for the HR Director/Compliance Officer.

Preservation of Records

The files containing copies of all correspondence relative to each complaint communicated to the Olympic ESD 114 and the disposition, including any corrective measures instituted by the Olympic ESD 114, shall be retained in the office of the Olympic ESD 114 compliance officer for a period of five (5) years.