

COMPLAINT PROCESS – EMPLOYEE

511-Rule

Any employee or applicant can file a complaint if the person feels that he or she has been discriminated against in employment on the basis of age, race, religion, color, handicap, sex, national origin, ancestry, sexual orientation, arrest or conviction record, marital status, or any other reason prohibited by state or federal law.

Process for Filing A Complaint – A complaint may be filed directly with the following agencies:

1. Equal Rights Division, Department of Industry, Labor and Human Relations, 210 East Washington Avenue, PO Box 8928, Madison WI 53708.
NOTE: Must be filed within 300 days of date of alleged discrimination.
2. Equal Employment Opportunity Commission, 310 West Wisconsin Avenue Milwaukee, WI 53203 NOTE: Must be filed within 180 days of date of alleged discrimination.
3. Department of Public Instruction Affirmative Action/Civil Rights Compliance Office, PO Box 7841, Madison WI 53707-7841
4. Office for Civil rights, U S Department of Health and Human Services, 300 South Wacker Drive, Chicago, IL 60606. NOTE: Must be filed within 180 days of date of alleged discrimination.

A complaint may also be filed for investigation within our internal complaint procedure. Our procedure is described in this document.

When to File a Complaint for Internal Investigation – It is preferable that the complaint be filed as soon as possible after the incident and hopefully by no later than thirty (30) days of the incident. The prompt filing of a complaint will result in a more accurate and effective investigation and resolution when required. Please note the time requirements for filing complaints with agencies designated in the prior section.

How to File – A “Complaint on Equal Employment Opportunity” form is available upon request to any staff member or job applicant from the Superintendent of Schools.

Investigation Procedure – The Superintendent of Schools will make an investigation and prepare a full written report with recommendations regarding the basis of the complaint. The findings and resolution of the complaint will be made in writing in a language understandable to the complainant. For visually-impaired or hearing-impaired persons, the resolution of the complaint will be transmitted by a method which will be understood by the complainant.

The report will include a summary of the complaint, the scope of the investigation, facts which support or refute the complaint, the decision and reasons for the decision. The report will be rendered within thirty days of the date of receipt of the complaint.

Right of Appeal – If the complainant is not satisfied with the resolution of the complaint, there is a formal right of appeal to any of the agencies listed under “Process for Filing a Complaint”.

Retention of Records – The records and reports relating to the complaint will be retained for two years from the date of final disposition of the complaint by the School District of Phillips.

Publication of Complaint Procedure – This complaint procedure is provided to all employees.

Complaint forms are available from the District business office.

Non-Retaliation – No complainant will be intimidated, harassed or subjected to any other form of adverse action because of the filing of a complaint of discrimination. Staff members who are witnesses or knowledgeable parties are urged to cooperate fully in the complaint investigation process without fear of adverse action or retaliation.

Approved: 01/17/00