

## **EQUAL EMPLOYMENT OPPORTUNITY AND HARASSMENT INVESTIGATION PROCEDURES**

### **Nondiscrimination**

The Gilbert Community School District will not discriminate against any applicant or employee with respect to selection, assignment, compensation, terms, conditions, or privileges of employment, nor will it tolerate any harassment, based upon the applicant's or employee's race, creed, color, sex, national origin, religion, disability, marital status, parental status, sexual orientation, gender identity, or age.

### **Complaints of Discrimination or Harassment**

Any applicant or employee alleging discrimination or harassment on the basis of race, creed, color, sex, national original, religion, disability, marital status, parental status, sexual orientation, gender identity or age may follow the complaint procedures set forth in Code No. 400.4.

Reporting improper discrimination or harassment will not reflect upon the individual's status nor will it affect future employment, evaluation, or work assignments. The complainant may bypass any step of the complaint procedure where the person to whom the complaint is to be lodged is the alleged perpetrator. The complainant may file the initial complaint with one of the compliance officers, whose decision may be appealed to the Superintendent of Schools.

Inquiries or complaints may also be directed to federal and state agencies, including the Iowa Civil Rights Commission, the Equal Employment Opportunity Commission, and the Office of Civil Rights of the United States Department of Education.

The complainant may be required to complete a complaint form and to turn over copies of evidence of discrimination or harassment including, but not limited to, tapes, memoranda, letters and pictures. The investigator shall promptly commence an investigation and proceed to completion. Both the complainant and the alleged perpetrator will be given an opportunity to give a statement. A written investigation report shall be completed, and a summary of the report, including a finding that the complaint was founded, unfounded, or inconclusive will be forwarded to the Superintendent. The Superintendent may conduct a further investigation. Upon completion of the Superintendent's review of the investigative report, the Superintendent may adopt or modify the report. The Superintendent shall then forward the report to the complainant and to the alleged perpetrator and may impose discipline and/or other remedial action. If the Superintendent is the alleged perpetrator, the compliance officer shall investigate the complaint and shall then forward the summary of the report to the Board President.

### **Compliance Officers**

The Building Principals and the Director of Curriculum and School Improvement are designated as the District's compliance officers to insure that applicants and employees are treated in accordance with policy and this regulation. The compliance officers shall be responsible for coordinating the preparation, implementation, evaluation, and updating of written equal employment opportunity and affirmative action plans, with systematic input from diverse racial/ethnic groups, women, men and persons with disabilities.

### **Confidentiality**

The right to confidentiality, both of the complainant and of the alleged perpetrator, will be respected consistent with the District's legal obligations, and with the necessity to

investigate allegations of misconduct and to take corrective action when this conduct has occurred.

**No Retaliation**

No person shall retaliate against an individual because the individual has filed a complaint, assisted or participated in an investigation, or has opposed language or conduct that violates policy or this regulation, as long as the participation or action was done in good faith.

**Corrective Action**

The District will take action to halt any improper discrimination or harassment and will take other appropriate corrective actions, including disciplinary measures which may include discharge of a perpetrator, to remedy all violations of policy and this regulation.

**Notice**

In order to effectively communicate and interpret the District's policies and plans to all levels of the administration and to all other employees, applicants, educational agencies and to the public, a statement of the District's equal employment opportunity policy shall be distributed to all applicants for employment and shall be disseminated annually to employees, students, parents and recruitment sources.

**Staff Development**

Periodic training shall be provided all staff.

Revised: August 13, 2007

Reviewed: August 16, 2010

**DISCRIMINATION/HARASSMENT COMPLAINT FORM**

Please complete the following as fully as possible. If you need assistance, contact the compliance officer.

Date of Complaint: \_\_\_\_\_

Name of Complainant: \_\_\_\_\_

Position and Building of Complainant: \_\_\_\_\_

\_\_\_\_\_

Home Address: \_\_\_\_\_

Home Telephone: (\_\_\_\_) \_\_\_\_\_

Name and Position of Alleged Perpetrator: \_\_\_\_\_

\_\_\_\_\_

Discrimination Alleged:

- |       |                 |       |                    |
|-------|-----------------|-------|--------------------|
| _____ | Race, Color     | _____ | Marital Status     |
| _____ | Sex             | _____ | Parental Status    |
| _____ | Religion, Creed | _____ | Sexual Orientation |
| _____ | Gender Identity | _____ | National Origin    |
| _____ | Disability      | _____ | Age                |
| _____ | Other           |       |                    |

Statement of Discrimination: (Include dates, places and persons involved in incidents, if known. List any witnesses, their position and addresses and telephone numbers. Attach any pertinent written documents. Describe any actions you took in response to the incidents.)

I agree that all of the information on this form is given in good faith and is accurate and true to the best of my knowledge.

Signature: \_\_\_\_\_

Name Printed: \_\_\_\_\_

Date: \_\_\_\_\_

DISCRIMINATION/HARASSMENT WITNESS STATEMENT

Date of Interview: \_\_\_\_\_

Interviewer: \_\_\_\_\_

Name of Person Giving Statement: \_\_\_\_\_

Position and Building of Witness: \_\_\_\_\_

\_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_

Home Telephone: (\_\_\_\_) \_\_\_\_\_

Statement: (Include dates, places and persons involved if known.)

I agree that all of the information on this form is given in good faith and is accurate and true to the best of my knowledge.

Signature: \_\_\_\_\_

Name Printed: \_\_\_\_\_

Date: \_\_\_\_\_

Form Revised: August 13 2007

Form Reviewed: August 9, 2010

**SUMMARY OF DISPOSITION OF DISCRIMINATION  
OR HARASSMENT COMPLAINT**

Name of Complainant: \_\_\_\_\_

Position and Building of Complainant: \_\_\_\_\_

Name and Position of Alleged Perpetrator/Respondent: \_\_\_\_\_

Date of Initial Complaint \_\_\_\_\_

Nature of Harassment Alleged:

_____	Race, Color	_____	Marital Status
_____	Sex	_____	Parental Status
_____	Religion, Creed	_____	Sexual Orientation
_____	Gender Identity	_____	National Origin
_____	Disability	_____	Age
_____	Other		

Summary of Investigation:

