

FILE: GBA

MEDFORD AREA PUBLIC SCHOOL DISTRICT

DATE ADOPTED: March 18, 1980
DATE REVISED: October 29, 1987
DATE REVISED: January 24, 1995
DATE REVISED: September 21, 2000
DATE REVISED: September 15, 2005
DATE REVIEWED: September 20, 2012

FILE SECTOR: PERSONNEL
POLICY TITLE: EQUAL EMPLOYMENT
OPPORTUNITY

The district is an equal opportunity employer. Personnel hiring and administration in the district are to be conducted so as not to discriminate against applicant or employee on the basis of age, race, sex or sexual orientation, disability, citizenship, marital status, pregnancy, national origin, handicap, creed, color, political affiliation, ancestry, arrest or conviction record, membership in the national guard, state defense force or any other reserve component of the military forces of the United States or Wisconsin, use or nonuse of a lawful product off school premises during nonworking hours or any other reason prohibited by state or federal law. Exceptions to this policy may only be made in accordance with state and federal law.

Application forms, hiring practices and personnel administration shall be evaluated on a regular basis relative to equal opportunity employment.

Reasonable accommodations shall be made for qualified individuals with a disability or handicap, unless such accommodations would impose an undue hardship to the district.

Complaints regarding the interpretation or application of this policy shall be referred to the district administrator and processed in accordance with established procedures.

Notice of this policy shall be periodically published in the local newspaper, incorporated into district application forms and published elsewhere as is necessary to give continuing notice. Notices shall also be posted in accordance with state and federal laws and regulations.

CROSS REFERENCE: GBA-R

LEGAL REFERENCE: Titles VI and VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972, Title IX Regulation Implementing Education Amendments of 1972, Section 504, Rehabilitation Act of 1973, Age Discrimination Act of 1975, Immigration Reform and Control Act of 1986, Americans with Disabilities Act of 1990, Civil Rights Act of 1991, §111.31-111.395, §118.195, §118.20 Wisc. Stats.

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EMPLOYEE DISCRIMINATION COMPLAINT PROCEDURES

Any employee or applicant who believes that the Medford Area Public School District or any part of the school organization has in some way violated the district's equal employment opportunity policy may bring forward a complaint as outlined below:

INFORMAL PROCEDURE

Anyone who believes he/she has a valid basis for complaint shall discuss the concern with the building principal who will investigate the complaint and reply to the complainant. If the complaint is about the building principal, then the matter should be brought to the attention of the district administrator. If this reply is not acceptable to the complainant, he/she may initiate formal procedures according to the steps listed below.

FORMAL COMPLAINT PROCEDURE

Step I: A written complaint statement shall be prepared by the complainant and signed. It shall be presented to the district administrator who shall immediately undertake an investigation of the suspected infraction. He/she shall review with building principals and other appropriate persons the facts comprising the alleged discrimination, decide the merits of the case, determine the action to be taken, if any, and report in writing the findings and the resolution of the case to the complainant.

Step II: If the complainant is dissatisfied with the decision of the district administrator, he/she may appeal the decision in writing to the board of education. The board shall hear the appeal at its next regular meeting, or a special meeting may be called for the purpose of hearing the appeal. The board shall make its decision in writing. Copies of the written decision shall be mailed or delivered to the complainant and the district administrator.

MAINTENANCE OF COMPLAINT RECORDS

The maintenance of complaint records is recommended for the purpose of documenting compliance. Records should be kept for each complaint filed and, at a minimum, should include:

1. The name and address of the complainant and his/her title or status.
2. The date the complaint was filed.
3. The specific allegation made and any corrective action requested by the complainant.
4. The name and address of the respondents.
5. The levels of processing followed, and the resolution, date, and decision-making authority at each level.
6. A summary of facts and evidence presented by each party involved.
7. A determination of the facts, statement of the final resolution, and the nature and date(s) of any corrective or remedial action taken.