

MEDFORD AREA PUBLIC SCHOOL DISTRICT

DATE ADOPTED:	March 18, 1980	FILE SECTOR:	PERSONNEL
DATE REVISED:	October 29, 1987	POLICY TITLE	EQUAL EMPLOYMENT
DATE REVISED:	January 24, 1995		OPPORTUNITY
DATE REVISED:	September 21, 2000		
DATE REVISED:	September 15, 2005		
DATE REVIEWED:	September 20, 2012		
DATE REVISED:	September 24, 2018		
DATE REVISED:	September 23, 2024		

Medford Area Public School District (MAPSD) is an equal employment opportunity employer. MAPSD does not discriminate in the hiring or employment of personnel based on age, race, color, sex (including sexual orientation or gender identity), disability, citizenship status, marital status, pregnancy, national origin, ancestry, religion or creed, arrest or conviction record, veteran status, military service (as defined in Wis. Stat. § 111.32), use or nonuse of a lawful product off school premises during nonworking hours or any other classification protected by state or federal law.

Compliance Officers

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Compliance Officers are responsible for managing MAPSD's compliance with state and federal discrimination laws, including facilitating MAPSD's compliant process.

Compliance Officers shall evaluate application forms, hiring practices and personnel administration on a regular basis relative to equal employment opportunity.

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

Complaints regarding the interpretation or application of this policy shall be referred to the Compliance Officer(s) or the district administrator or designee and processed in accordance with established procedures.

Notice of Nondiscrimination

Notice that MAPSD is an equal employment opportunity employer shall be published on MAPSD's

website, incorporated into application forms and published elsewhere as required by law. Notices shall also be posted in accordance with state and federal laws and regulations.

Retaliation

MAPSD strictly prohibits retaliation against any person who reports alleged discrimination/retaliation or who participates in an investigation of alleged discrimination/retaliation. No person shall threaten, intimidate, coerce or otherwise attempt to interfere with an individual's right to report, file a complaint, or participate in an investigation of alleged discrimination/retaliation. Such conduct constitutes a serious violation of MAPSD policy and warrants significant corrective action including discipline up to termination. Complaints of retaliation may be filed according to MAPSD's complaint procedures.

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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DATE ADOPTED: September 15, 2005
DATE REVISED: September 20, 2012
DATE REVISED: September 24, 2018
DATE REVISED: September 23, 2024

FILE SECTOR: PERSONNEL
POLICY TITLE: EQUAL EMPLOYMENT
OPPORTUNITY

EMPLOYEE DISCRIMINATION COMPLAINT PROCEDURES

Any employee or applicant who believes that Medford Area Public School District (MAPSD) or any part of the school organization has in some way violated the district's equal employment opportunity policy may bring forward a complaint. Employees who observe discrimination/retaliation are obligated to report their observation to their immediate supervisor or a compliance officer.

FORMAL COMPLAINT PROCEDURE

A Complainant who alleges discrimination/retaliation may file a complaint in writing or orally with a building administrator, a compliance officer, or the district administrator. Formal complaints shall be referred to the compliance officer for investigation unless the complaint relates to the compliance officer. If the complaint relates to a compliance officer, the district administrator may designate another compliance officer, or another individual to investigate the matter.

Investigations shall be completed without undue delay, in most cases within thirty (30) days. However, more time may be necessary for some investigations. The investigator(s) shall keep the complainant and compliance officer reasonably informed of the status of the investigation and the anticipated completion date.

After completing the investigation, the investigator(s) shall prepare and deliver a written report to the compliance officer and the district administrator. If the complaint relates to the district administrator, the report shall be delivered to the Board President, or Board of Education (BOE) designee. The written report shall summarize the evidence gathered and provide recommendations on whether a preponderance of the evidence supports a finding that discrimination/retaliation occurred.

Within five (5) business days of receiving the report, the district administrator shall issue a written decision substantiating the complaint, dismissing the complaint, or requesting further investigation. If the complaint is substantiated, the district administrator shall direct corrective action to address the discrimination/retaliation. If further investigation is requested, the district administrator shall indicate what additional information must be gathered. Once the additional information is gathered, the district administrator shall issue a decision as described above. If the investigator(s) report is given to the Board President, or BOE designee, because the complaint relates to the district administrator, the Board President, or BOE designee, shall consult with legal counsel before issuing a decision.

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 their 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 facts, statement of final resolution and nature and date(s) of any corrective or remedial action taken.