

**GRIEVANCE PROCEDURES
GENDER DISCRIMINATION**

In accordance with the policy of the board of education, the following procedures will be used in the processing of employee gender discrimination/sexual harassment grievances in this school district.

1. Any employee of this school district who wishes to file a gender discrimination/sexual harassment grievance against another employee of the district may file a written complaint with the superintendent. The grievance shall set forth the circumstances of the incident and the identity of the employee(s) involved.
2. The superintendent shall initiate an investigation of the incident and shall protect the confidentiality of the grievant.
3. During the investigation of the incident, the superintendent or appointed administrator who interviews the grievant shall ensure that a staff member who is the same sex as the grievant will be present. This may help the grievant to feel more comfortable.
4. The investigation shall be completed within ten days of the filing of the grievance. Results of the investigation, along with recommendations and suggestions, shall be furnished to the grievant.
5. If the grievant believes the issues are not resolved after considering the recommendations and suggestions of the superintendent, the grievant may request a hearing by the grievance committee.
6. Upon receiving a request for a hearing, the grievance committee shall schedule the hearing to occur within twenty days from the date of the request.
7. Both the grievant and the person against whom the complaint was made may be represented by legal counsel at the hearing.
8. Within ten days of the hearing, the grievance committee shall furnish a written report of its findings and recommendations to the superintendent or to the board, if the complaint is filed against the superintendent.
9. The superintendent shall, within five days of the receipt of the grievance committee's report, act upon the recommendations of the committee or furnish a written report to the grievant explaining why the recommendations will not be implemented.
10. Upon receipt of the superintendent's report, the grievant may file a written appeal with the board of education. The board of education shall, within thirty days from the date the appeal was received, review the report and affirm, overrule, or modify the decision of the grievance committee. The decision of the board shall be final unless overturned by a court of competent jurisdiction.
11. If the grievant's complaint is based on contract termination, the grievant shall pursue the complaint in accordance with the termination procedures of this district. Such termination procedures are set forth elsewhere in this policy manual or may be obtained from the office of the superintendent.

GRIEVANCE PROCEDURES, GENDER DISCRIMINATION (Cont.)

12. In the event that the superintendent is the person against whom an employee wishes to file a gender discrimination/sexual harassment complaint, the complaint may be filed with the president of the board of education. The board shall then appoint a special investigator to investigate the allegation. The board shall direct a hearing by the grievance committee as set forth above.