

## EMPLOYEE DISCRIMINATION COMPLAINT PROCEDURES

If any employee or applicant for employment believes that the School District of West Salem has violated its equal employment opportunities policy, he/she may bring forward a complaint to the Director of Pupil Services at the following address: 405 East Hamlin St., West Salem, WI 54669.

### Informal Procedure

The employee or applicant for employment who believes he/she has a valid basis for complaint shall discuss the concern with the Director of Pupil Services who shall in turn investigate the complaint and reply to the complainant in writing within five business days. If this reply is not acceptable to the complainant, the complainant may initiate the formal procedures according to the steps listed below.

### Formal Grievance Procedure

STEP 1: A written statement of the grievance shall be prepared by the complainant and signed. This written grievance shall be presented to the school Director of Pupil Services within five business days of receipt of the Director of Pupil Services written reply to the original informal complaint. The Director of Pupil Services may further investigate the matters of the grievance and reply in writing to the complainant within 10 business days by certified mail.

STEP 2: If the complainant wishes to appeal the decision of the Director of Pupil Services, the complainant may submit a signed statement of appeal to the superintendent within five business days after receipt of the Director of Pupil Services response in Step 1 above. The superintendent shall meet with all parties involved, formulate a conclusion and respond in writing to the complainant within 10 business days by certified mail.

- STEP 3: If the complainant remains unsatisfied, the complainant may appeal through a signed, written statement to the Board within five business days of receipt of the superintendent's response in Step 2 above. In an attempt to resolve the grievance, the Board shall meet with the concerned parties and their representatives within 15 business days of receipt of such an appeal or at the next regular meeting of the Board following the complaint if proper notice is given. A copy of the Board's disposition of the appeal shall be sent by the Board Clerk to each concerned party within 10 business days of this meeting by certified mail.
- STEP 4: If, at this point the grievance has not been satisfactorily settled, further appeals may be made to appropriate agencies (e.g. State Superintendent of Public Instruction, Equal Employment Opportunities Commission within the Office for Civil Rights - Region V, Equal Rights Division of the Department of Industry, Labor and Human Relations) and/or the courts having proper jurisdiction.

Nothing in these procedures shall preclude an employee or applicant for employment from pursuing other avenues afforded by law to deal with a discrimination complaint in lieu of these procedures.

APPROVED: August 22, 2005  
REVISED: September 23, 2013