

EQUAL OPPORTUNITY EMPLOYMENT

It is the policy of the District that no person may be illegally discriminated against in employment by reason of their age, race, creed, color, disability, pregnancy, marital status, sex, citizenship, national origin, ancestry, sexual orientation, arrest record, conviction record, military service, membership in the National Guard, state defense force or any other reserve component of the military forces of Wisconsin or the United States, political affiliation, use or nonuse of lawful products off the employer's premises during nonworking hours, declining to attend a meeting or to participate in any communication about religious matters or political matters, the authorized use of family or medical leave or worker's compensation benefits, genetic information, or any other factor prohibited by state or federal law.

Reasonable accommodations shall be made for qualified individuals with a disability, unless such accommodations would impose an undue hardship on the District. A reasonable accommodation is a change or adjustment to job duties or work environment that permits a qualified applicant or employee with a disability to perform the essential functions of a position or enjoy the benefits and privileges of employment compared to those enjoyed by employees without disabilities.

Requests for accommodations under the Americans with Disabilities Act or under the Wisconsin Fair Employment Act from current employees must be made in writing in accordance with District policy.

The Superintendent has overall responsibility for implementation of this policy and has the authority to develop and maintain effective personnel and reporting procedures.

Discrimination complaints shall be processed in accordance with established procedures.

ADOPTED: April 27, 1981

REVISED: November 28, 1983 (under Policy JBA)
July 27, 1987
December 17, 1990
November 27, 2000
February 29, 2012

REVIEW DATE: May 21, 2012

LEGAL REF.: **Wisconsin Statutes:**
111.31 - 111.395 (Fair Employment)
118.195 (Prohibition on discrimination against handicapped teachers)
118.20 (Teacher discrimination prohibited)

Federal Statutes:
Titles VI and VII, Civil Rights Act of 1964 Title IX, Education Amendments of 1972
Section 504, Rehabilitation Act of 1973 Age Discrimination Act of 1975
Pregnancy Discrimination Act Immigration Control and Reform Act
Americans with Disabilities Act of 1990 (as amended)

CROSS REF.: GBA-R, Employee Discrimination Complaint Procedures
ACA, Employee Harassment Policy
JB-E, Discrimination Complaint Form

EMPLOYEE DISCRIMINATION COMPLAINT PROCEDURES

If any person believes that the School District of Jefferson, or any part of the school organization, has inadequately applied the principles and/or regulations of Section 504, Title IX, Title VI, Title VII, the Age Discrimination Act, the Americans with Disabilities Act or has in some way violated the district's equal employment opportunity policy, he/she may bring forward a complaint to the Equal Educational Opportunities Coordinator (Director of Special Education and Pupil Services) at the School District Office at the following address: 206 S. Taft Avenue, Jefferson, Wisconsin 53549.

INFORMAL COMPLAINT PROCEDURE

The person who believes he/she has a valid basis for complaint shall discuss the concern with the Equal Educational Opportunities Coordinator, who shall in turn investigate the complaint and reply to the complaint in writing. 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 1: The complainant must submit to the Equal Educational Opportunities Coordinator a signed, written, "Statement of Complaint." The "Statement of Complaint" shall name the complainant, state the facts giving rise to the complaint, identify all the provisions of the rules and regulations alleged to be violated, state the contention of the complainant with respect to those provisions, indicate the relief requested and signed by the complainant. The Coordinator shall give the complainant an answer in writing.
- STEP 2: If the complainant wishes to appeal the decision of the Equal Educational Opportunities Coordinator, he/she may submit a signed statement of appeal to the Superintendent. The Superintendent shall meet with all parties involved, formulate a conclusion and respond in writing to the grievance by certified mail.
- STEP 3: If the complainant remains unsatisfied, he/she may appeal through a signed, written statement to the Board of Education following his/her receipt of the Superintendent's response in Step 2. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representatives. A copy of the Board's disposition of the appeal shall be sent by the Board Secretary to each concerned party following this meeting by certified mail.

Nothing in these procedures shall preclude individuals from pursuing other avenues afforded by law to deal with a discrimination complaint (Equal Rights Division of the Department of Workforce Development, Office of Civil Rights, courts having proper jurisdiction, State Superintendent of Public Instruction).