

EMPLOYEE DISCRIMINATION COMPLAINT PROCEDURES

Except as set forth below, any employee who believes that the Evansville Community School District has inadequately applied the principles and/or regulations of Title VI, Title VII, Title IX, Section 504 or the Americans with Disabilities Act, or has in some way violated the District's Equal Employment Opportunity Policy may bring forward a complaint in accordance with this Policy.

Harassment

Complaints of employee harassment (including complaints of sexual harassment under state law and Title VII) will be addressed in Policies 512 and 512 Rule. Complaints of sexual harassment under Title IX will be addressed in Policy 511.12.

Sex Discrimination under Title IX

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address, listed below for the Title IX Coordinator. Complaints of sex discrimination, other than sexual harassment, will be addressed in accordance with this Policy. Complaints of sexual harassment under Title IX will be addressed in accordance with Policy 511.12.

Title IX Coordinator
Business Manager
340 Fair Street, Evansville, WI 53536
608-882-3383
merathj@evansville.k12.wi.us

Stage 1: Any employee who believes they have a valid complaint shall discuss the basis of the complaint with their supervisor. The supervisor and employee shall attempt to resolve the complaint promptly. The complaint should be in writing and describe in detail the facts of the situation. The supervisor shall keep a written record of the discussion. The supervisor shall render a decision in writing, to the complainant, and the complainant shall sign as notice receipt.

Stage 2: If the complaint is not resolved in Stage 1, the complainant may file the complaint with the District Administrator, or designee. The complaint must be in writing. The District Administrator, or designee, shall arrange a meeting to discuss the complaint. Subsequent meetings may be scheduled as agreed to by both parties to work towards a resolution. The District Administrator, or designee, shall issue a decision, in writing, to the complainant after the final meeting regarding the complaint.

Stage 3: If the complainant is not satisfied with the District Administrator's decision, the complainant may pursue alternate actions available under state or federal laws (e.g., appeal to State Superintendent of Public Instruction, filing of complaint with Equal Rights Division of the Department of Workforce Development; the U.S. Office for Civil Rights – Region V and/or the courts having proper jurisdiction).

Responses to discrimination complaints shall be within timelines established by law.

Maintenance of Complaint Records:

For the purpose of documenting compliance, records will 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 stages of process 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.
8. Records regarding Title IX sexual harassment must be kept for seven (7) years and all other complaints must be kept for three (3) years.

Legal Ref.: Sections 111.31 – 111.395 Wisconsin Statutes (Fair Employment)

118.195 (Discrimination Against Handicapped Teachers Prohibited)

118.20 (Teacher Discrimination Prohibited)

Titles VI and VII of the Civil Rights Acts of 1964

Title IX Education Amendments of 1972

Section 504, Rehabilitation Act of 1973

Age Discrimination Act of 1975

Pregnancy Discrimination Act

Immigration and Nationality Act

Americans with Disabilities Act of 1990

Genetic Information Nondiscrimination Act of 2008

Civil Rights Act of 1991

Title IX regulations, 34 C.F.R. Part 106

Title VII of the Civil Rights Act of 1964

Wis. Stat. §§ 111.31-111.395

Local Ref.: Policy #511 – Equal Opportunity Employment

Policy #511.12 – Title IX Prohibition of Sexual Harassment Against Employees