

POLICY 4110
EQUAL EMPLOYMENT OPPORTUNITY
AND AFFIRMATIVE ACTION

The District is an equal opportunity employer. Personnel administration in the District shall be conducted so as not to discriminate on the basis of age, race, creed, religion, color, sex, pregnancy, sexual orientation, national origin, disability, marital status, ancestry, citizenship, arrest or conviction record, membership in the national guard, state defense force, or any other reserve component of the military forces of the United States or Wisconsin, use or non-use of lawful products off school premises during non-working hours, or any other reason prohibited by state or federal law. This policy shall apply to hiring, placement, assignment, formal and informal training, seniority, transfer, promotion, lay-off, recall and termination. Similarly, all salaries, wages, benefit programs and personnel policies shall be administered in conformity with this policy.

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

Any applicant or employee who believes he/she has been discriminated against in violation of this policy may file a complaint. Responsibility for overseeing the District's equal employment opportunity and affirmative action programs and investigating discrimination complaints is assigned to the Office of Human Resources.

All employees will receive information and training regarding rights and responsibilities regarding discrimination considerations as they relate to employment.

LEGAL REF.: Wisconsin Statutes
Sections 111.31-111.395 (Fair employment standards - employment discrimination)
118.195 (Handicapped teacher discrimination)
118.20 (Teacher discrimination, including sexual harassment)
Title VI and VII of the Civil Rights Act of 1964, as amended by the Equal
Employment Opportunity Act of 1972 (Race, color, national origin
discrimination; general employment discrimination)
Title IX, Education Amendments of 1972 (Sex discrimination)
Section 504, Rehabilitation Act of 1973 (Handicap discrimination)
Age Discrimination Act of 1975 (Age discrimination)
Age Discrimination in Employment Act of 1967 (Age discrimination)
Pregnancy Discrimination Act (Pregnancy, childbirth, or related medical conditions
discrimination)
Immigration Control and Reform Act of 1986 (Citizenship discrimination)
Americans with Disabilities Act of 1990, as amended by the ADAAA (Disability
discrimination)
Civil Rights Act of 1991 (Penalties for discrimination law violations)

CROSS REF.: Policy 4111, Employee Harassment
Employee Handbook

ADMINISTRATIVE REGULATIONS: None

AFFIRMED: April 22, 1991

REVISED: January 26, 1993
 March 22, 1994
 March 9, 1999
 June 27, 2000
 September 23, 2014
 October 28, 2014
 March 28, 2017
 August 28, 2018

RULE 4110

EMPLOYEE DISCRIMINATION COMPLAINT PROCEDURE

The Chief Human Resource Officer or his/ her designee is responsible for coordinating compliance with state and federal nondiscrimination laws and the District's equal employment opportunity and affirmative action policy.

Any employee or applicant for employment who believes he/she has been discriminated against in violation of state and federal nondiscrimination laws or the District's equal employment opportunity policy may file a complaint as outlined below. If it is determined that a violation has occurred, appropriate steps shall be taken to ensure compliance with state and federal nondiscrimination laws and District policy.

INFORMAL PROCEDURE

The district promotes the voluntary resolution of problems at the level of government closest to their source and, as such, encourages informal resolution of employment discrimination complaints. If a complaint cannot be solved informally, the complainant may initiate a formal complaint as outlined below. An informal resolution of a complaint does not prohibit the filing of a formal complaint at any time.

FORMAL COMPLAINT PROCEDURE

The timelines governing the resolution of the formal complaint do not go into effect until the written complaint is received.

The complaint shall be presented in writing to the Chief Human Resource Officer and shall include the specific nature of the alleged discrimination, the facts (including specific details and corresponding dates), and the name, address, and phone number of the complainant. The complaint may be dictated to the complaint officer and signed by the complainant upon review of the written complaint.

The Chief Human Resource Officer or his/ her designee shall acknowledge receipt in writing of the complaint. The Chief Human Resource Officer or his/ her designee, within a reasonable period of time, shall thoroughly investigate the complaint and take all reasonable steps necessary to ensure that any allegations of discrimination are promptly remedied and that no District employees are subject to discrimination in violation of this policy. The complainant will be advised of the outcome in writing. Any remedial action should be aimed at stopping the discrimination and may include discipline of the accused individual up to and including termination of his/ her employment.

RULE 4110

EMPLOYEE DISCRIMINATION COMPLAINT PROCEDURE

Page 2

Nothing in these procedures shall preclude persons from filing a complaint directly, or on appeal with designated agencies as authorized by state and federal law (e.g., U.S. Office of Civil Rights, State Superintendent of Public Instruction, Equal Rights Division of the Department of Workforce Development) and/or with courts having proper jurisdiction.

MAINTENANCE OF COMPLAINT RECORDS

Records shall be kept of all employment discrimination complaints for the purpose of documenting compliance and past practices. The records shall include information on all levels of the complaint and any appeals. The records should include:

1. The name of the complainant and his/her 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(s) 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 statement of the final resolution and the nature and date(s) of any corrective or remedial action taken.