

STAFF DISCRIMINATION COMPLAINT PROCEDURE

A. APPLICATION

1. Any student, employee, or parent aggrieved by a decision or condition falling under the guidelines of federal and /or state anti-discrimination laws may use this grievance procedure.
2. A complaint is defined as an allegation that the grievant has been discriminated against on the basis of sex, race, age, religion, national origin, or handicap in the interpretation or application of a Board Policy, regulation or procedure relating to the privileges, terms and conditions of employment.
3. A valid complaint must be brought within the year in which the alleged discrimination occurred.

B. STEPS IN THE FORMAL PROCESS

1. The complaint must be submitted in writing to the Affirmative Action Officer.
2. The complaint will be held in confidence, at the request of the grievant, if possible.
3. Records documenting the nature of the complaint, attempts made to resolve it (meetings, hearings), and resolution will be kept on file in the office of the Affirmative Action Officer.
4. The Affirmative Action Officer will make an initial information investigation while maintaining confidentiality, if possible, and report back to the grievant within ten (10) school days.
 - a. The Affirmative Action Officer may determine, at this point, that a solution can be effected simply by contacting the source of the grievance, while maintaining confidentiality.
 - b. The Affirmative Action Officer will discuss observations with the grievant and recommend alternatives regarding further action. At that point:
 - 1) The grievant may drop the grievance.
 - 2) The grievant may request further action be delayed pending further observation and information.
 - 3) If the grievant is unsatisfied at this level an appeal may be made to the Board of Education (within 10 days of the response of the Affirmative Action Officer).
5. The Board of Education will hear the complaint at the next regular meeting or within 30 calendar days of the receipt of the appeal. The local Board hearing shall be conducted so as to accord due process to all parties involved in the complaint such as written notice of hearing

dates, right to counsel, right to present witnesses, right to cross-examine and to present a written statement. The decision of the Board shall be a majority of the members at the meeting which shall be public.

6. The Harrison Township Board of Education shall respond to the grievant within thirty calendar days.
7. If the grievant is not satisfied with the Board's decision, the grievant can have the complaint referred to the County Superintendent of Schools.
8. The grievant maintains the right to by-pass the grievance procedure and submit the complaint directly to any or all of the following agencies:
 - The Commissioner of Education
Bureau of Controversies and Disputes
New Jersey Department of Education
225 West State Street
Trenton, New Jersey 08625
 - Equal Employment Opportunity Commission
Newark District Office
60 Park Place – Room 301
Newark, NJ 07102
Phone: (201)645-6383 or 645-6016
 - U.S. Office for Civil Rights
U.S. Department of Education
26 Federal Place
Room 33 – 130
New York, New York 10278
Phone: (212)264-3119
 - New Jersey Division on Civil Rights
1100 Raymond Boulevard, Room 400
Newark, New Jersey 17102

GRIEVANCE REPORT – FORM A

STEP #1

FROM: _____, Grievant

TO: _____, Affirmative Action Officer

DATE: _____

Description of Happening:

Signature

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(This portion to be used by Affirmative Action Officer ONLY)

STEP #2

Grievance Number_____

FROM: _____, Grievant

TO: _____, Affirmative Action Officer

DATE: _____

Response to Grievant:

Date Grievance Received

Affirmative Action Officer