

SCHOOL DISTRICT OF BAYFIELD

EMPLOYEE DISCRIMINATION AND HARASSMENT
REPORTING PROCEDURES

If any employee feels that he/she has been discriminated against or has been subjected to harassment in violation of state or federal law, he/she may pursue the complaint thereof through the following channels:

1. An employee who believes they have been harassed or discriminated against, or any employee who is aware of harassing or discriminatory behavior directed toward another employee, are encouraged to discuss their concern with their supervisor. The supervisor shall make a concerted effort, which shall be documented, to halt the discriminatory practice discussed with him/her. All complaints will be investigated. To the fullest extent practicable, the District will try to keep all complaints confidential. Corrective action, consistent with the results of the District's investigation, may be taken.
2. If these measures are unsuccessful and/or further action is required, the employee should submit a written or oral complaint with the District Administrator. The District Administrator or designee shall arrange a private meeting with the employee and other affected parties, if requested by the employee, at a mutually agreeable time, to discuss the complaint. The District Administrator or designee shall give a written response to the employee.
3. If the employee is not satisfied with the written response, the employee may file a written complaint with the School District of Bayfield Board of Education within ten (10) working days of receipt of the District Administrator's response. The Board of Education shall conduct a hearing at which the complainant shall be given an opportunity to present the complaint. The Board shall give a written response to the complaint following completion of the hearing.
4. The District will monitor, and will not tolerate any retaliation, intimidation, coercion, threats, or harassment of any kind against any employee who has made a complaint under this policy or against any employee who has participated in this investigation.

Nothing in these procedures precludes an individual from filing a complaint directly with the Wisconsin Department of Public Instruction for claims of discrimination because of sex, except where sex is a bona fide occupational qualification as defined in s. 111.36(2), race, nationality or political or religious affiliation (s. 118.20), the Wisconsin Department of Workforce Development for claims of harassment or employment discrimination or the Federal Office for Civil Rights.

LEGAL REFERENCE: Sections 111.36 Wisconsin Statutes
 111.375(1)
 111.39
 118.20
 EEOC Guidelines – 29 C.F.R. – Part 1604.11

CROSS REFERENCE: Policy 112 Non-Discrimination Statement of
 Compliance with Federal Law
 Policy 512 Rule Employee Discrimination and
 Harassment Reporting Procedures

APPROVED: June 8, 2009