

POLICY: RESOLUTION OF DISCRIMINATION COMPLAINTS

I. STUDENTS OR EMPLOYEES

When the grievant is a student or employee, the grievance shall be handled as described below.

A. Definitions

1. Affirmative Action Officer

The Millinocket School Department's Affirmative Action Officer is the designated employee responsible for resolving discrimination complaints by acting as a counselor and mediator for the parties involved.

2. Grievance Committee

The Grievance Committee provides a staff advisory function in processing discrimination complaints. It is recommended that the Affirmative Action Committee fulfill the role of the Grievance Committee, or if a separate Grievance Committee is established, it be a sub-committee of the Affirmative Action Committee.

3. Grievable Incident

A grievable incident would include, but not be limited to, an act of alleged discrimination on the basis of sex, color, race, national origin, religion, marital status, age, or handicap.

B. Procedures

Any student/employee who believes he or she has been discriminated against, may file a grievance according to the following procedure.

1. Informal Process

Every effort will be made by the Millinocket School Department's Affirmative Action Officer to resolve the grievance in as informal a manner as possible by talking with the person or persons alleged to have violated the Millinocket School Department's policy of non-discrimination. If it is not possible to resolve such complaints in this manner, then Step One of the formal process shall be implemented.

2. Formal Process

STEP ONE: All grievances shall be brought to the attention of the Millinocket School Department's Affirmative Action Officer within thirty (30) working days of the time the grievant first learned, or should have known of the grievable incident. The Affirmative Action Officer will assist the grievant through the grievance process beginning with the informal process. The Affirmative Action Officer will also investigate, or cause to be investigated, the identified complaint. If this cannot be resolved by the Affirmative Action Officer within fifteen (15) working days, the Step Two will be initiated.

STEP TWO: The grievant will initiate this step by filing a written grievance with the Chair of the Affirmative Action Committee within five (5) working days following the termination of Step One. In addition, the Affirmative Action Officer will file a report of his or her findings and/or recommendations based on the results of Step One.

The Affirmative Action Committee will review the complaint and the Affirmative Action Officer's report and render a decision, in writing, to the grievant within ten (10) working days of receiving the complaint. (A hearing may be called at the discretion of the Affirmative Action Committee).

STEP THREE: The grievant may appeal the decision by filing a written grievance with the Department within five (5) working days following the termination of Step Two. (If the complaint involves the Superintendent, the Step Three will be passed over and Step Four will be used). In addition, the Chair of the Affirmative Action Committee will file a report of the Committee's recommendations based on the results of Step Two.

II. DISCIPLINARY ACTION

If disciplinary action is recommended as a result of a grievance, such action will be taken utilizing appropriate procedures as established by collective bargaining agreements and the appropriate policies as established by the Millinocket School Committee.

Approved: 06/20/90