

NORTH RIVER SCHOOL DISTRICT #200

BOARD POLICY

NO. 5013

AFFIRMATIVE ACTION (TITLE IX)

Grievance Procedures

Employees who believe that they have been discriminated against because of sex shall utilize the steps below. Exhaustion of these procedures is not a prerequisite for the filing of complaints with the Office of Civil Rights.

Step A: -- Superintendent

- a. An aggrieved shall, within fifteen (15) days of his first knowledge of the facts upon which the grievance is based, take whatever steps that may be necessary to attempt to resolve the matter informally, to include at a minimum an informal meeting with the Superintendent.
- b. If the aggrieved is not satisfied with the informal disposition of his grievance, he/she may file a written grievance with the Superintendent within ten (10) days of the informal meeting as provided in Part a. hereof, but in any event not more than twenty-five (25) days after his/her first knowledge of the facts upon which the grievance is based.
- c. Within five (5) days of receiving the Superintendent's written decision, the aggrieved should either file a written appeal to the School Board or notify the Superintendent of acceptance of the decision or indicate any other action contemplated.

Step B: -- Board

Such submission to the Board shall include copies of all materials submitted or received in Step A. The Board shall have fifteen (15) days in which to investigate and hold hearings as deemed appropriate and render a written response to the grievance.

The Board, or its designee, shall in all cases meet with the aggrieved within fifteen (15) days, in an effort to resolve the matter in executive session informally.

If the grievance is not resolved either formally or informally as this level the decision of the Board may be appealed to the Office of Civil Rights.

Adopted: January 12, 1993