

**COMPLAINTS CONCERNING DISCRIMINATION IN EMPLOYMENT**

The Board of Trustees places trust in its employees and desires to support equitably and fairly the actions of employees and supervisors in a harmonious working relationship. The Board expects that complaints of alleged discrimination brought by students, employees, parents/guardians or other members of the community shall be resolved in a prompt and equitable manner. Every effort should be made to resolve allegations of discrimination at the earliest possible stage.

When an employee has a complaint that a specific action, policy, procedure or practice discriminates against him/her, then District procedures for addressing the complaint should be followed. These are established in the Administrative Procedures attached to this policy.

Verbal complaints alleging discrimination may be made by a student or member of the public to the site principal or Superintendent, or to an employee's immediate supervisor, however, a written description of the alleged discrimination must be given to the District's Coordinator for Nondiscrimination in Employment within 30 days after the complainant knew, or should have known, of the alleged discrimination.

The employee must present the complaint alleging a specific discrimination in writing to the District Coordinator for Nondiscrimination in Employment.

The Board prohibits retaliation in any form for the filing of a complaint, the reporting of instances of discrimination, or for participation in the complaint procedures. Such participation shall not in any way affect the status, grades, or work assignments of the complainant.

The Superintendent shall ensure that complainants are informed that injunctions, restraining orders and other civil law remedies may also be available to them. This information shall be published with the district's nondiscrimination complaint procedures and included in any related notices.

*Legal Reference: (see next page)*

**COMPLAINTS CONCERNING DISCRIMINATION IN EMPLOYMENT**  
(continued)

*Legal Reference:*

EDUCATION CODE

200-262.4 *Prohibition of discrimination*

GOVERNMENT CODE

12920-12921 *Nondiscrimination*

12940-12948 *Discrimination prohibited; unlawful practices, generally*

UNITED STATES CODE, TITLE 29

621-634 *Age Discrimination in Employment Act*

794 *Section 504 of the Rehabilitation Act of 1973*

UNITED STATES CODE, TITLE 42

2000d-2000d-7 *Title VI, Civil Rights Act of 1964*

2000e-2000e-17 *Title VII, Civil Rights Act of 1964 as amended*

2000h-2-2000h-6 *Title IX, 1972 Education Act Amendments*

12101-12213 *Americans with Disabilities Act*

CODE OF FEDERAL REGULATIONS, TITLE 28

35.101-35.190 *Americans with Disabilities Act*

*Management Resources:*

EQUAL EMPLOYMENT OPPORTUNITY COMMISSION

*Enforcement Guidance: Reasonable Accommodation and Undue Hardship under the Americans with Disabilities Act, March, 1999*

OFFICE OF CIVIL RIGHTS AND NATIONAL ASSOCIATION OF ATTORNEYS GENERAL

*Protecting Students from Harassment and Hate Crime, January, 1999*

WEB SITES

EEOC: <http://www.eeoc.gov>

OCR: <http://www.ed.gov/offices/OCR>